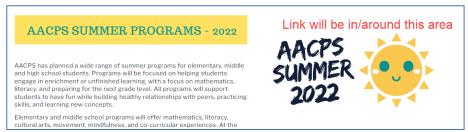


## Summer Programs-Parent Registration for Secondary Summer School

For Summer 2023 all programs are free and transportation is being provided from collector stops throughout the county. Parents will be able to accept a set for the following programs at <a href="www.aacps.org/summer">www.aacps.org/summer</a> for Secondary Summer School.

## Accessing the public/parent online summer programs registration system

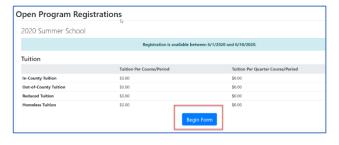
- 1. Click on the link to register for the Summer Programs the top of the page.
  - a. The dates for registration vary by program. Please visit the <a href="https://www.aacps.org/summer">www.aacps.org/summer</a> website for more details.



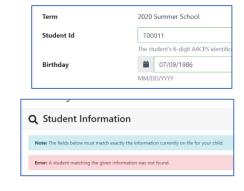
You will see the Summer Programs registration system once clicking on the link. The online system will provide instructions to guide you through completing the registration process.



- Scroll down until you see the list of Open Program Registrations. Click the blue Begin Form button for the program you would like to register for.
  - If you do not see the program you are trying to register for, please contact the Summer Program Contact listed on the Summer Programs website.



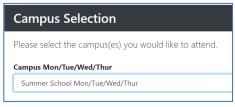
- The you will need to enter your student's Student ID and Date of Birth then click Submit. Please verify that you have the correct student.
  - a. If you receive the following message, "A student matching the given information was not found", please contact your student's counselor. The counselor will need to initiate your form to indicate that you are eligible for summer school.



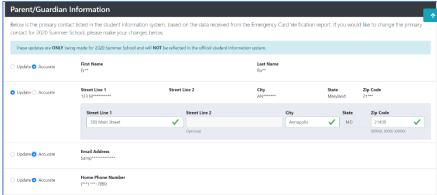




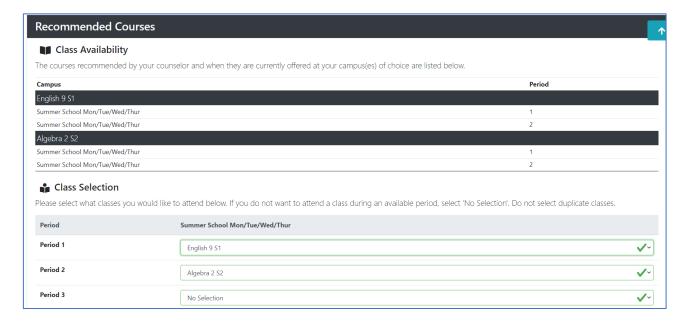
You will need to choose a Campus from the dropdown menu and click Submit.



- 5. Verify each line under the Parent/Guardian Information section
  - by choosing **Update** or **Accurate**. If you select update, you will have the ability to enter updated information for each field listed.
- 6. You will then see the classes that your student was recommend for and what periods they are offered in the Class Availability section.



7. In the Class Selection section, parent will use the period dropdowns to select the class they would like the student to attend. All periods will need to either have a course or No Selection chosen in order to complete the registration <a href="NOTE: only classes that were recommended will appear under the period that they are available.">NOTE: only classes that were recommended will appear under the period that they are available.</a> Once a class is full, the word waitlist will appear next to the course name.

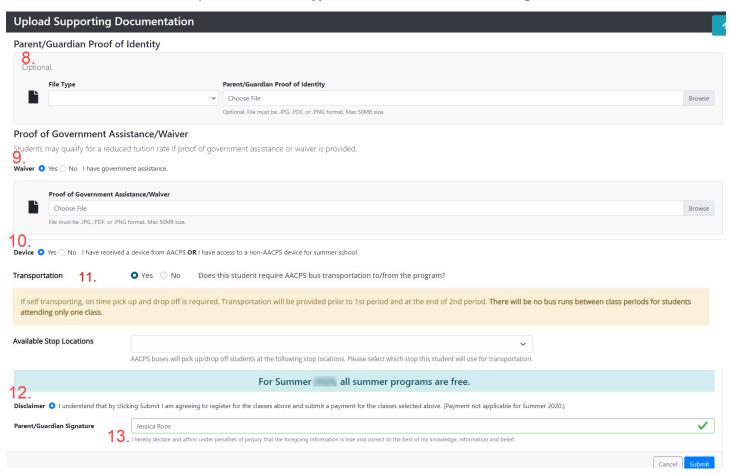


8. It is optional to upload Parent/Guardian Proof of Identity for Summer 2022.



There are several questions that will need to be answered under the **Upload Supporting Documentation** section.

- **9.** Select **Yes** or **No** to receiving **government assistance**. If you choose **yes**, you **will need upload the document to proceed**. (Since it is free this summer, it is recommended that the family choose NO if having issues uploading documentation).
- **10.** Select **Yes or No** regarding having **AACPS device or personal for use at home**.
- 11. Transportation is being provided from collector stops based on the campus chosen. Select Yes or No if you would like transportation. If you choose yes, please select your pick-up/drop off location from the dropdown menu provided. If self-transporting, on time pick up and drop of is required.
  - There will be no bus runs between class periods for students attending only one class.
- **12.** You will need to accept the payment disclaimer. (NOTE: Payment not applicable for Summer 2023.)
- 13. As a Parent/Guardian you will need to type/enter their name into the signature box and click submit.



If there are any questions regarding the specific programs for summer, please contact the Summer Program Contact listed on the <a href="https://www.aacps.org/summer">www.aacps.org/summer</a> page.

If there are questions regarding the courses or program(s) that your student was recommended for please contact your child's Counselor.

For additional support using the online registration system, please contact <a href="StudentData@aacps.org">StudentData@aacps.org</a> using the subject line: Summer Programs. Please make sure to include your student's name and school of enrollment.