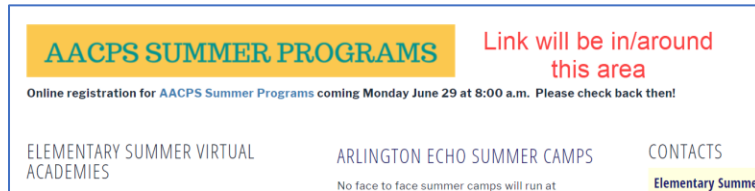


Summer Programs-Parent Registration for Secondary Summer School

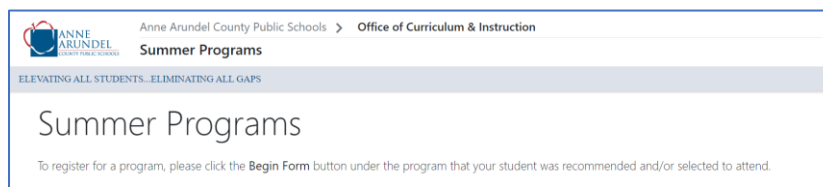
For Summer 2021 all programs are free. Parents will be able to accept a set for the following programs at www.aacps.org/summer for Secondary Summer School.

Accessing the public/parent online summer programs registration system

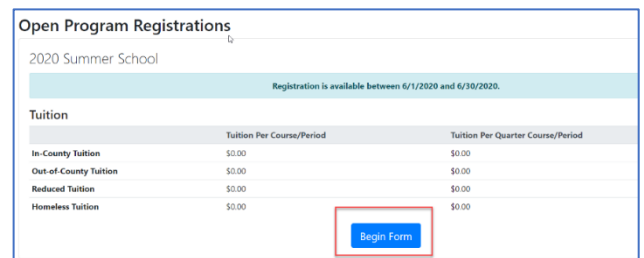
1. Click on the link to register for the Summer Programs the top of the page.
 - a. The dates for registration vary by program. Please visit the www.aacps.org/summer website for more details.



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.



2. 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.
 - a. 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.



3. 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:

4. You will need to choose a **Campus** from the dropdown menu and click **Submit**. For Summer 2021 there is only one campus as many summer programs are online.



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 NOTE: only classes that were recommended will appear under the period that they are available. 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 2021.

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. You will need to **accept the payment disclaimer**. (NOTE: Payment not applicable for Summer 2021.)
12. As a Parent/Guardian you will need to **type/enter their name into the signature box** and click **submit**.

Upload Supporting Documentation

Parent/Guardian Proof of Identity

7. Optional.

File Type **Parent/Guardian Proof of Identity**

Browse

Optional. File must be JPG, .PDF, or .PNG format. Max 50MB size.

Proof of Government Assistance/Waiver

8. Students may qualify for a reduced tuition rate if proof of government assistance or waiver is provided.

Waiver Yes No I have government assistance.

Proof of Government Assistance/Waiver

Browse

File must be JPG, .PDF, or .PNG format. Max 50MB size.

9. **Device** Yes No I have received a device from AACPS **OR** I have access to a non-AACPS device for summer school.

For Summer 2020, all summer programs are free.

10. **Disclaimer** I understand that by clicking Submit I am agreeing to register for the classes above and submit a payment for the classes selected above. (Payment not applicable for Summer 2020.)

11. **Parent/Guardian Signature** ✓

I hereby declare and affirm under penalties of perjury that the foregoing information is true and correct to the best of my knowledge, information and belief.

Cancel Submit

If there are any questions regarding the specific programs for summer, please contact the Summer Program Contact listed on the www.aacps.org/summer 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 StudentData@aacps.org using the subject line: Summer Programs. Please make sure to include your student's name and school of enrollment.