



### Pre-register Student for Summer School

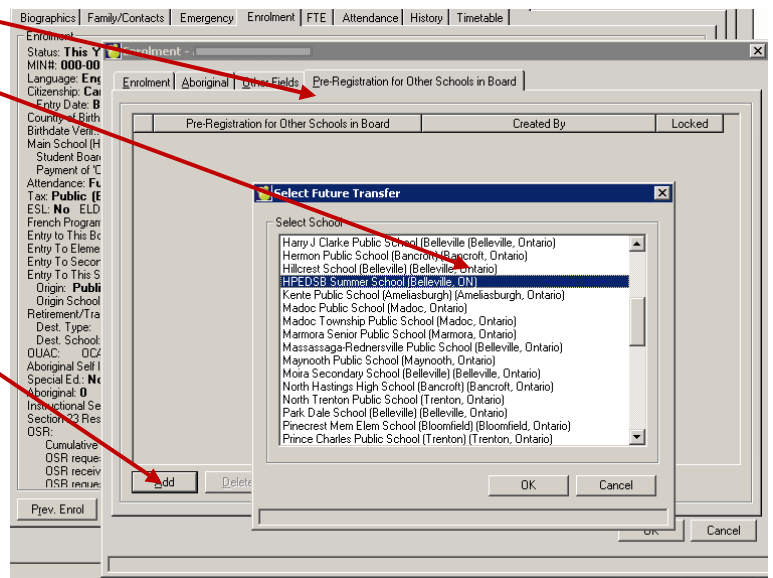
School guidance or student success teams will work with students to determine if they are eligible to participate in summer school.

**1** Provide the student with a **2016 Summer School Application Form**. The simplified application form includes all courses available through the 2016 online summer school. Students will require a parent or guardian signature and return the form to your guidance department.

**2** In the **Student Records**, edit the **Enrolment Tab** you will find a new tab called **Pre-Registration in Other School in Board**.

Click the "Add" button and select **HPEDSB Summer School** from the list of board schools.

The Pre-registration will enrol the student in HPEDSB Summer School Maplewood and begin the process of integration to D2L for the Online course.



**3** **Course Selection** – edit the custom fields tab in the student’s Maplewood record.

Using the **2016 Summer School** drop-down list, select the course the student would like to complete.

