

Merton/Swallow Summer School Online Registration Instructions 2026

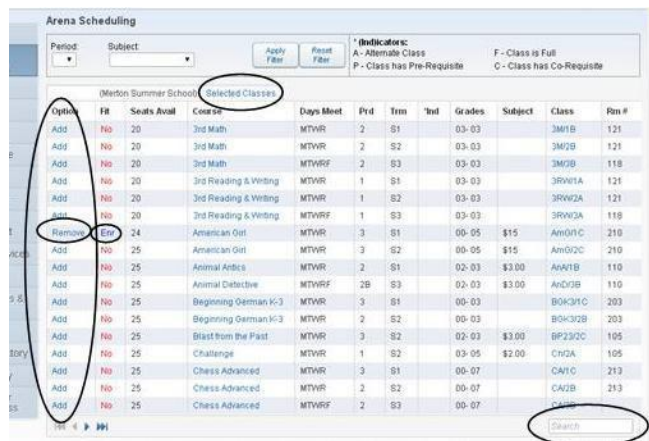
Important Dates

- April 9 - at 4:30 pm registration opens
- April 23 - at midnight registration closes
- April 28 - families are notified of canceled classes
- May 13-June 3 - payment due for classes with fees

Use the Merton/Swallow Summer School 2026 Booklet, located on the Merton Summer School Webpage (<http://www.merton.k12.wi.us/schools/SummerSchool.cfm>) to see classes and descriptions. Classes have a maximum enrollment. Classes will be canceled if the minimum is not reached (families will be notified through email) and alternate classes can be registered online May 1-May 8. Alternate Classes are also closed when full.

To use Merton's Skyward Family Access Online Registration:

1. Go to <http://www.merton.k12.wi.us>, the Skyward link is located in the top right corner or on the [Summer School website](#) or on the Families tab, then click on the  **Skyward Family Access.**
2. Login with your Skyward username and password. If you do not remember your username and password, click on the link **Forgot your login or password** and follow the instructions.
3. Click **Arena Scheduling** (left column). Click on 2025-26 under the child's name that you want to schedule classes for Summer School.
4. Only courses the student can sign up for will be displayed (current grade level).
 - **Period (Prd)** is what time the class meets
 - **Term (Trm)** is the Session (S1-June, S2-July).
 - **Subject** is the charge for material fees for the class (many of the classes have no fees).
5. Schedule your child's classes.
 - Click the **Add** link in front of the course number to select the courses you would like to enroll in and click Ok.
 - Click the **Remove** link to remove a selected course from your student's schedule.
 - The **Fit** column displays if the class will fit in the schedule.
 - **Enr** is displayed when you have selected (enrolled) the class.
 - Use the **blue arrows** (bottom left) to move to the next set of classes.
 - Or start typing in the name of a course in the **search box** (bottom right) and press enter to go directly to the class.
6. If you select a class that will not fit or overlaps, you will receive a warning message.
 - **Ok** will change it to the new class.
 - Or **cancel** will keep the class already at that session and time.
7. Click on the **Selected Classes** to verify your student's schedule. There is no final submit button. You may make changes until April 16. Please note: Each student needs to bring a copy of their schedule to the first day of each session. Please click on "Print Schedule" to obtain a copy of your student's schedule. If classes are canceled, and changes are made, please return to print a new copy.
8. Payments will not be taken until all classes are finalized. **No refunds** will be given. If you drop a class where there was a consumable fee paid, you may come pick up the supplies you paid for in the summer school office.



Options	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Fee	Grades	Subject	Class	Rm #
Add	No	20	2nd Math	MTWRF	2	S1	03-03			3M1B	121
Add	No	20	2nd Math	MTWRF	2	S2	03-03			3M2B	121
Add	No	20	2nd Math	MTWRF	2	S3	03-03			3M3B	118
Add	No	20	2nd Reading & Writing	MTWRF	1	S1	03-03			3RW1A	121
Add	No	20	2nd Reading & Writing	MTWRF	1	S2	03-03			3RW2A	121
Add	No	20	2nd Reading & Writing	MTWRF	1	S3	03-03			3RW3A	118
Remove	Enr	24	American Girl	MTWRF	3	S1	06-05	\$15		Am01C	210
Add	No	25	American Girl	MTWRF	3	S2	06-05	\$15		Am02C	210
Add	No	25	Animal Antics	MTWRF	2	S1	02-03	\$3.00		AA01B	110
Add	No	25	Animal Detective	MTWRF	2B	S3	02-03	\$3.00		AA02B	110
Add	No	25	Beginning German K-3	MTWRF	3	S1	09-03			B0K31C	203
Add	No	25	Beginning German K-3	MTWRF	2	S2	09-03			B0K32B	203
Add	No	25	Blast from the Past	MTWRF	3	S2	02-03	\$3.00		BP230C	105
Add	No	25	Challenge	MTWRF	1	S2	03-05	\$2.00		CA1C	105
Add	No	25	Chess Advanced	MTWRF	3	S1	06-07			CA1C	213
Add	No	25	Chess Advanced	MTWRF	2	S2	06-07			CA2B	213
Add	No	25	Chess Advanced	MTWRF	2	S3	06-07			CA2B	213