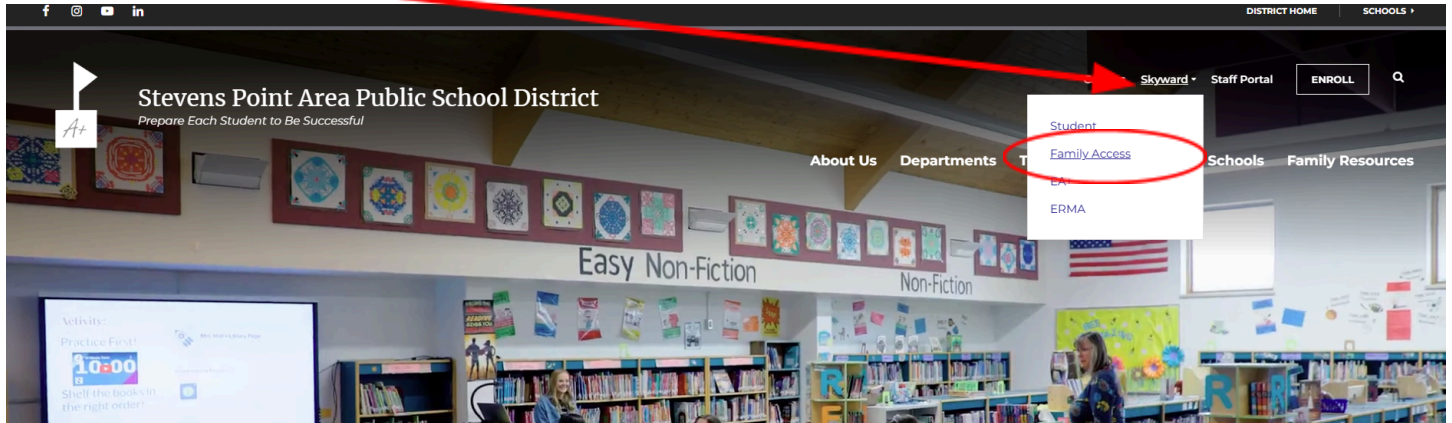


Summer School Online Enrollment via Family Access

1. From the Stevens Point Area Public School District website, www.pointsschools.net, select *Skyward*, then *Family Access*.



2. Enter your [Family Access](#) Login ID and Password, and click Sign In:

Please Note: If you have a student who is currently attending the Stevens Point Area Public School District, you already have a Family Access Login ID and Password assigned to you. If you do not know your Family Access login information, please contact the main office of your current student's school of attendance.

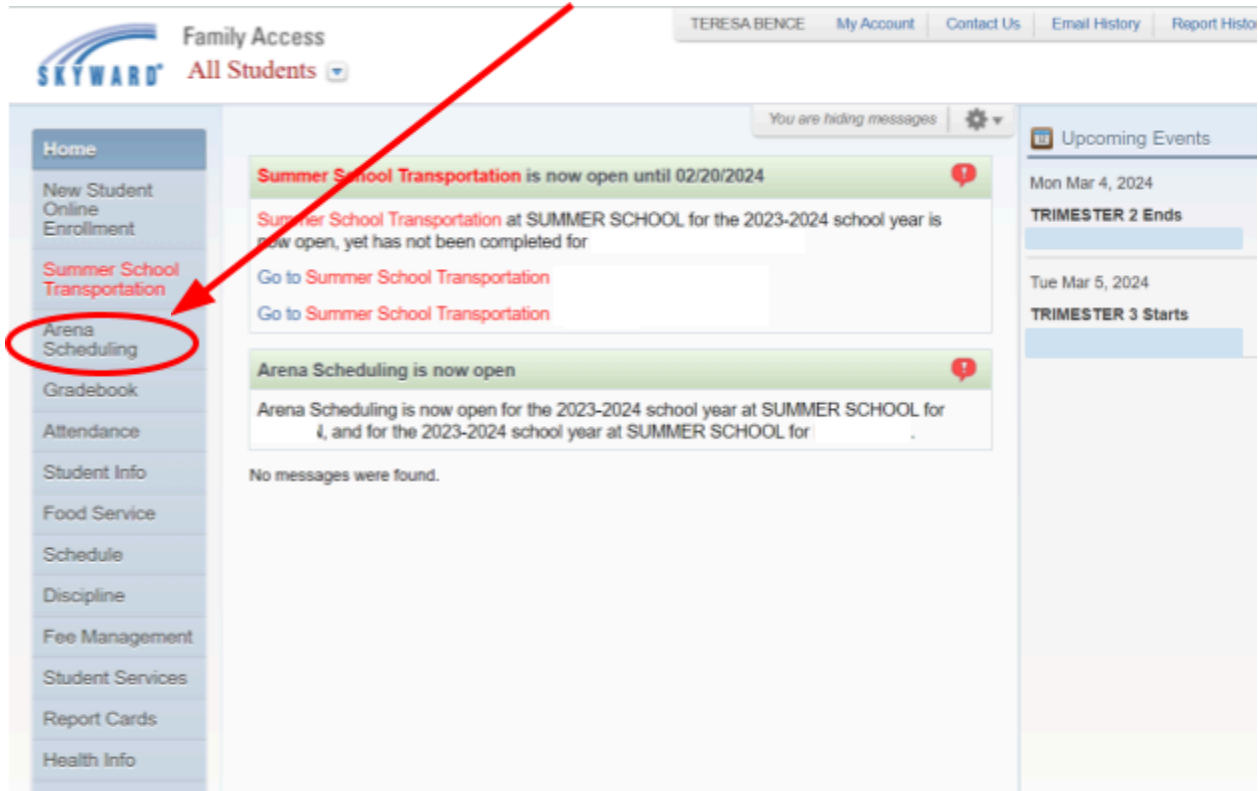
A screenshot of the Skyward login page. At the top, it says 'Stevens Point Area Public Schools Welcomes You to Skyport, your connection to Skyward's Student Management System, Educator Access Plus, Family Access and Student Access'. Below this is the Skyward logo and the text 'Stevens Point Area Public School District'. The login form has fields for 'Login ID: username' and 'Password: *****'. There is a 'Sign In' button and a link for 'Forgot your Login/Password?'. At the bottom, it says 'Login Area: Family/Student Access'.

3. Select *Open Family Access*:

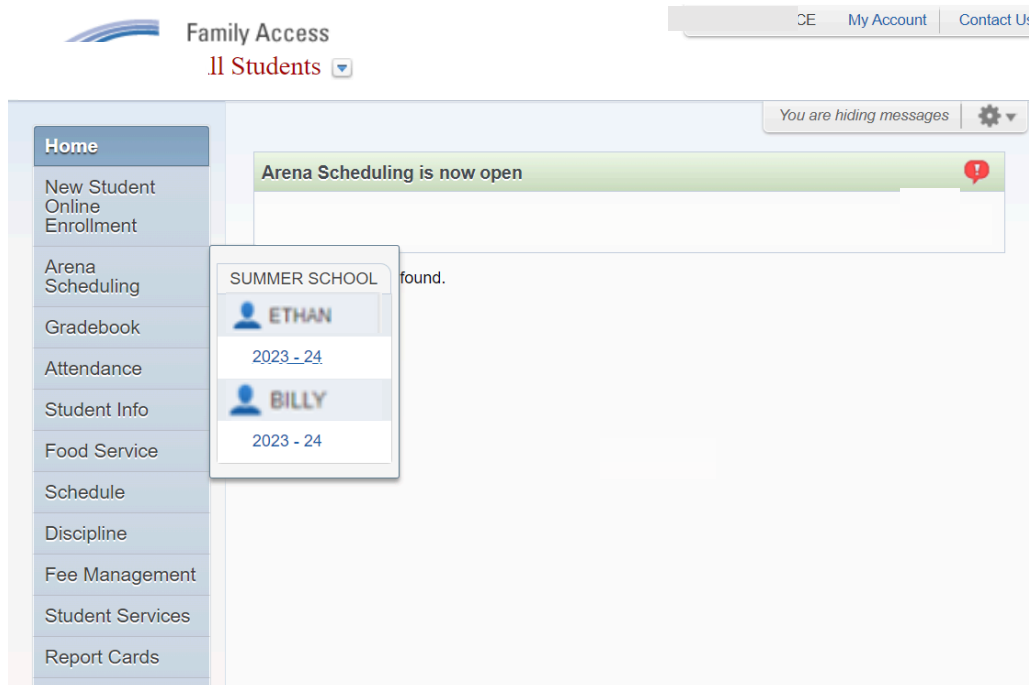
A screenshot of the Skyward dashboard. The top bar shows the district name and 'Account' and 'Exit' links. The dashboard has several widgets: 'Jump to Other Dashboards' with links to 'Calendar', 'Family', and 'Reset Dashboards'; 'Current Food Service Balance' and 'Recent Food Service Purchases' both showing 'Entity 900: Account Information is Not Available.'; 'Guardian's Students' with a table of columns 'Student', 'Date of Birth', and 'School'; 'Students' Schedules'; and 'Guardian Account Information' with fields for 'Address:', 'Phone:', and 'Email:'. A red arrow points to a button labeled 'Open Family Access'.

Summer School Online Enrollment via Family Access

4. On the left side of the screen, select *Arena Scheduling*



5. A list containing the first name of each of your current students (currently enrolled in the Stevens Point Area Public School District) will appear. Select **2025-2026** under the student name you wish to enroll in a summer school course. You will have to follow this process for each student you wish to enroll.



Summer School Online Enrollment via Family Access

6. An alphabetical list of available courses will appear. The courses listed are the only courses available to the child you indicated on the prior step. To more easily find a specific course, use the **Subject** filter at the top of the page to sort by subject. Select the appropriate subject and click **Apply Filter**.

The screenshot shows the 'Arena Scheduling' interface. On the left is a sidebar with links: Home, New Student Online Enrollment, **Arena Scheduling**, and Gradebook. The main area has a 'Period' dropdown, a 'Subject' dropdown menu (open, showing options like CREATIVE ARTS, ENGLISH, ENRICHMENT, ESL BALANCE LIT, FAMILY & CONS), and buttons for 'Apply Filter' and 'Reset Filter'. To the right, there are indicators for 'A - Alternate Class', 'F - Class is Full', 'P - Class has Pre-Requisite', and 'C - Class has Co-Requisite'. Below this is a table with columns: Course, Days Meet, Prd, Trm, *Ind, Grades, and Subject. The first row shows 'TRAVEL WORLD GR 1-2 MCKINLEY' with 'MTWRF', '1', 'FY', and '01-04' in the Grades column.

7. Once you have located the appropriate course, select the **Add** option in front of the course name. After selecting **Add** the student is enrolled in the Summer School course.

Option	Fit	Seats Avail	Class	Course
Add	Yes	17	MAD105/01	5TH GR HERE I COME - MADISON
Add	Yes	15	MAD110/01	BOOKS COOKS TEAMSPTS S
Add	Yes	15	MAD117/01	CURTAINS UP - MADISON
Add	Yes	10	MAD107/01	LIFE SKILLS - MADISON
Add	Yes	15	MAD115/01	OUTDOOR ADVENTURES - MAD
Add	Yes	15	MAD116/01	PLANTS ANIMALS & YOU - MAD
Add	Yes	12	MAD118/01	PAWSOME PARTNERS (GR 3-4)
Add	Yes	15	MAD112/01	S.T.E.M. GR 3-4 - MADISON
Add	Yes	15	MAD114/01	TRAVEL AROUND WORLD - MAD
Add	Yes	15	MCK104/01	4 GR HERE I COME -MCKINLEY
Add	Yes	15	MCK110/01	BOOKS COOKS/TEAMSPTS I
Add	Yes	15	MCK117/01	CURTAINS UP - MCKINLEY

Elementary Courses (Grades 4K – 4):
The Course name column includes the school name to help you identify the correct elementary school site.
MAD: Madison
MCK: McKinley
ROOS: Roosevelt

Intermediate Courses (Grades 5 – 6):
Enrichment Course names that begin with the number 1 are a Session 1 (June 15 – June 26) course. Enrichment Course names that begin with the number 2 are a Session 2 (July 6 – July 17) course.

Junior High Courses (Grades 7 – 8):
Enrichment Course names that begin with the number 1 are a Session 1 (June 15 – June 26) course. Enrichment Course names that begin with the number 2 are a Session 2 (July 6 – July 17) course.

Secondary Courses (Grades 9 – 12):
Period 1 courses will have the number 1 in the Prd column. Period 2 courses will have the number 2 in the Prd column.
Period 1: 7:15 AM – 9:30 AM
Period 2: 9:45 AM – 12:00 PM

PLEASE NOTE: If you would like to switch a course, select **Remove** in front of the course you would like to remove before registration closes at 11:59 p.m. on Sunday, April 5, 2026

- 7A. When enrolling for Summer Swim Lessons, the start time of the swim lesson is listed in the **Class** column after the backslash. 11A swim lessons will run from 11:00 a.m. - 12:00 p.m.

Option	Fit	Seats Avail	Class	Course	Days Meet
Add	Yes	8	Z898S1/11A	SESS 1 SPASH ADVANCED BEGINNER	MTWRF
Add	Yes	8	Z898S1/12P	SESS 1 SPASH ADVANCED BEGINNER	MTWRF
Add	Yes	12	Z898S1/2PM	SESS 1 SPASH ADVANCED BEGINNER	MTWRF

Summer School Online Enrollment via Family Access

8. Once your student is enrolled in a class, you may click on the name of the course to view the class times.

Option	Fit	Seats Avail	Class	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject
Remove	Enr	7	Z898S1/11A	SESS 1 SPASH ADVANCED BEGINNER						
Add	No	8	Z898S1/12P	SESS 1 SPASH ADVANCED BEGINNER						
Add	No	12	Z898S1/2PM	SESS 1 SPASH ADVANCED BEGINNER						
Add	No	8	Z898S1/4PM	SESS 1 SPASH ADVANCED BEGINNER						
Add	No	10	Z898S1/8AM	SESS 1 SPASH ADVANCED BEGINNER						
Add	No	25	Z899S1/10A	SESS 1 SPASH BEGINNER						
Add	No	15	Z899S1/11A	SESS 1 SPASH BEGINNER						
Add	No	12	Z899S1/12P	SESS 1 SPASH BEGINNER						
Add	No	25	Z899S1/1PM	SESS 1 SPASH BEGINNER						
Add	No	25	Z899S1/3PM	SESS 1 SPASH BEGINNER						

Class Info

SESS 1 SPASH ADVANCED BEGINNER

SUMMER SCHOOL

Alphakey / Section: Z898S1 / 11A Subj: SESSION 1 SWIM

Course Length: FY - SS Credits: 0.000

Meeting Details

Teacher: Not Available

Room: Period: 6

Start Date: Mon Jun 16, 2025 End Date: Fri Jul 18, 2025

Days	Time
M,T,W,R,F	11:00 AM - 12:00 PM

9. To view the summer school course(s) that your child is enrolled in, click on *View/Print Schedule*.

A screen will pop up that has a full list of all the Summer School courses the student is registered to attend.

SKYWARD Family Access

TEST EXAMPLE

Home

New Student Online Enrollment

Arena Scheduling

Calendar

Gradebook

Attendance

Student Info

Food Service

Arena Scheduling

Period: Subject:

TEST (SUMMER SCHOOL)

View/Print Schedule

Option	Fit	Seats Avail	Class	Course
Add	No	20	595AKE/01	OUTDOO
Add	No	20	593AKE/01	S.T.E.M.
Add	No	20	591AKE/01	TRAVEL
Add	No	15	YEP105/01	LIGHTS
Add	No	17	617BMA/01	BOOKS
Remove	Enr	16	603MAD/01	4TH GR
Add	No	17	618MAD/01	CURTAIN

View/Print Schedule

Arena Scheduling - Selected Classes for

To remove a class from your schedule, click the class description if it is a link

Student Status: Open

School Year: 2024

Graduation Year: 2032

Credits: 0.000

Print Schedule

	Term 1	Term 2
Period 1	CROO STEM 3-4 (ROO112/01) MTWRF Bldg: ROO Rm:	CROO STEM 3-4 (ROO112/01) MTWRF Bldg: ROO Rm:
Period 2		
Period 3		
Period 4		
Period 5		

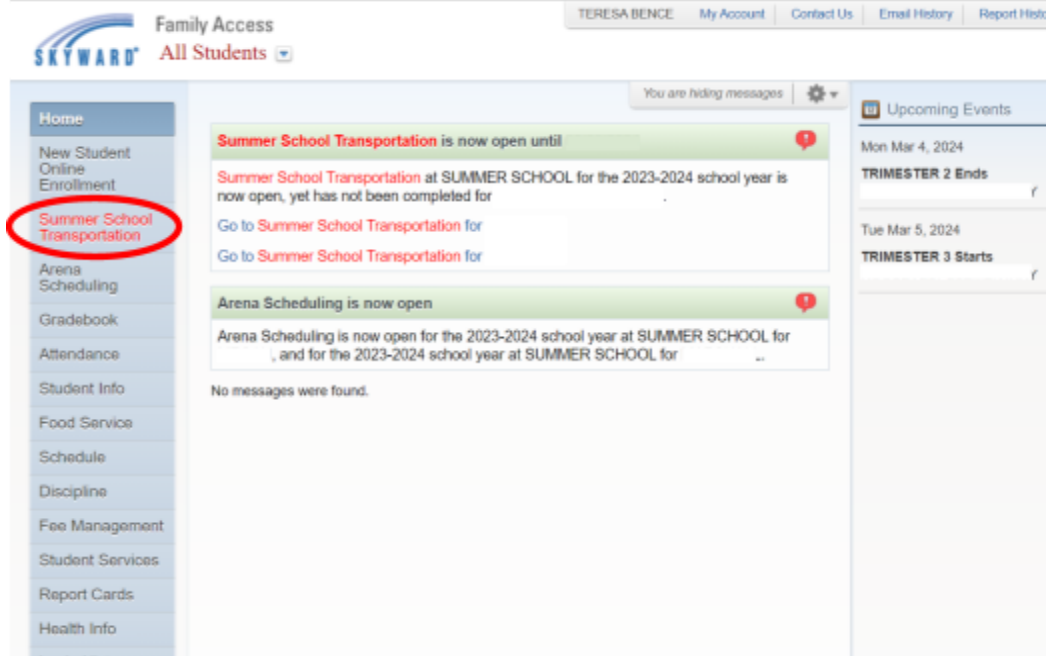
PLEASE NOTE: The courses that appear on the *View/Print Schedule* screen are the courses your student is registered to attend for Summer School.

Please continue through the tutorial for information on how to register for Summer School Transportation as well as how to pay your Summer School Fees online after registration ends on Sunday, April 5, at 11:59 p.m.

Summer School Online Enrollment via Family Access

SUMMER SCHOOL TRANSPORTATION REGISTRATION

1. Registration for Summer School Transportation (busing for grades 4K – 12) takes place in Family Access. Select *Summer School Transportation* from the left hand options.

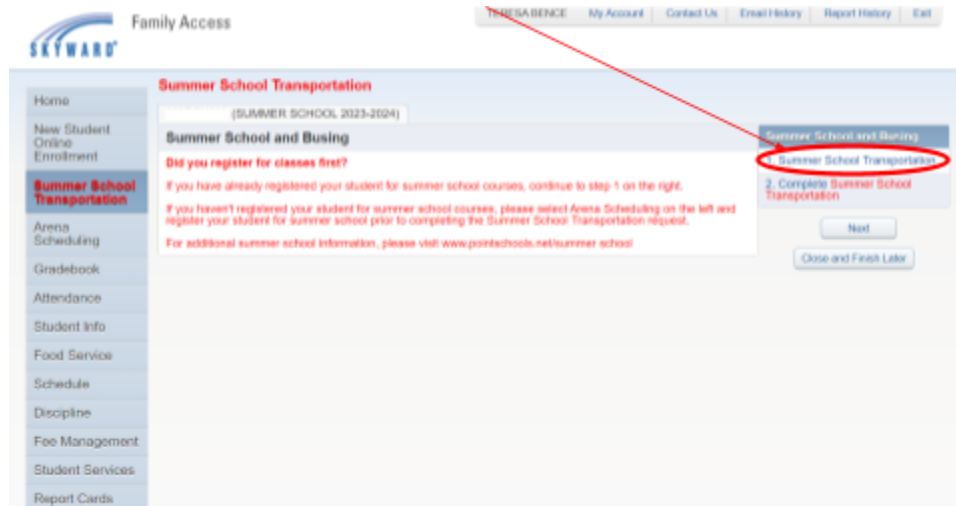


PLEASE NOTE: Transportation is **NOT** available for the following Summer School Courses:

Panther Performance	Music Lessons	Camp Invention
Swim Lessons	Music Camps	Mini Athletic Camps
Golf Camp	YEP	Football Camps
DNR: Hunter Safety	Panther Throws	Mountain Biking Camp

2. If you have more than one student to enroll, you will select one student to start with and begin filling out the Summer School Transportation information.

Please Note: Your student must be registered for summer school courses prior to completing the transportation information.



Summer School Online Enrollment via Family Access

3. To complete the form, select **Step 1. Summer School Transportation** on the right.

The Summer School Transportation form will appear. Click on VIEW FULL SCREEN. Scroll through the form and answer all questions (Please Note: Questions in **BLUE** are required.).

The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with options like Home, New Student Online Enrollment, Summer School Transportation (highlighted), Arena Scheduling, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Fee Management, Student Services, Report Cards, Health Info, and Login History. The main content area is titled 'Summer School Transportation' and shows 'Step 1. Summer School Transportation (Required)'. A red arrow points to a 'View Full Screen' button in the top right corner of the form. The form contains fields for Student Name, Student Grade, Student Current School, Student current address, Family Primary Phone, Guardian Name, Guardian Email, Guardian 2nd Phone, and Guardian 3rd Phone. At the bottom, there are buttons for 'Complete Step 1 Only' and 'Complete Step 1 and move to Step 2'.

4. Once the form has been completed, scroll to the top of the form and select **Complete Step 1 Only**.

This screenshot shows the same form as above, but with the 'Complete Step 1 Only' button highlighted by a red circle. The form is titled 'Summer School Transportation Registration Form'. The student information is filled out: Student Name: BILLY EXAMPLE, Student Grade: 05, Student Current School: 900, and Student current address: 1900 POLK ST STEVENS POINT WI 54481. The Family Primary Phone is marked as 'Confidential'. The 'Complete Step 1 Only' button is circled in red.

5. On the right, select **Next Step**.

The screenshot shows a dialog box titled 'Did you register for classes first?'. It lists two steps: '1. Summer School Transportation' (marked as 'Completed 03/19/2019 2:36pm') and '2. Complete Summer School Transportation' (in blue). At the bottom, there are three buttons: 'Previous Step', 'Next Step' (highlighted with a red arrow), and 'Close and Finish Later'.

Summer School Online Enrollment via Family Access

6. Once you select, *Next Step*, you will be able to *Submit Summer School Transportation*.

Family Access
SUZIE EXAMPLE My Account Contact Us Email History Exit

SKYWARD BILLY EXAMPLE

Summer School Transportation

Home
New Student Online Enrollment
Summer School Transportation
Arena Scheduling
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Discipline

BILLY (SUMMER SCHOOL 2022-2023) Print

Step 2. Complete Summer School Transportation (Required)
By completing **Summer School Transportation**, you are confirming that the Steps below have been finished. Are you sure you want to complete **Summer School Transportation** for BILLY?

Review Summer School Transportation Steps
Step 1) **Summer School Transportation** Completed 03/20/2023 2:40pm

Guardian Name: SUZIE EXAMPLE **Guardian Address:** 1900 POLK ST STEVENS POINT, WI 54481

Submit Summer School Transportation

Did you register for classes first?
1. Summer School Transportation
✓ Completed 03/20/2023 2:40pm
2. **Complete Summer School Transportation**

Previous Step Next Step
Close and Finish Later

7. Congratulations! Your student has been registered for Summer School Transportation! You will also receive an email to the email address on file.

Family Access
SUZIE EXAMPLE My Account Contact Us Email History Exit

SKYWARD BILLY EXAMPLE

Home
New Student Online Enrollment
Summer School Transportation
Arena Scheduling
Calendar
Gradebook

BILLY (SUMMER SCHOOL 2022-2023)

✓ **Summer School Transportation** was successfully completed and submitted to the district for BILLY on Mon Mar 20, 2023 2:41pm by SUZIE EXAMPLE.

[Go back to review completed steps](#)
[Mark Summer School Transportation as not completed and make changes](#)

You have successfully completed Summer School Course Registration and Summer School Transportation Registration. You may now exit *Family Access*.

Summer School Online Enrollment via Family Access

SUMMER SCHOOL FEE PAYMENT

Summer School Student Fees will be available to pay online through Skyward Family Access beginning the week of April 6-10, 2026. To pay Summer School Student Fees, login to your Skyward Family Access account and select *Fee Management* from the left-hand options.

Option	Fit	Seats Avail	Class
Add	No	15	MCK11
Add	No	15	MCK11
Add	No	17	ROO11
Add	No	15	ROO11
Add	No	15	ROO11
Add	No	15	ROO11
Add	No	20	ROO11
Add	No	15	ROO11
Add	No	15	ROO11
Remove	Err	14	ROO11

Click on the *Make a Payment* tab to continue to the Online Payment Entry screen and make your payment through RevTrack.

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due
2023	Tue Mar 21, 2023	S1 BOYS BASEBALL GR 1-3	20.00	0.00	20.00
2023	Tue Mar 21, 2023	GAME DESIGN 3-6	10.00	0.00	10.00

If you prefer to pay Summer School Fees by cash or check, please send payment, including your students full legal FIRST and LAST name, to:

BLISS ESC
Attn: Summer School
1900 Polk Street
Stevens Point, WI 54481