



March 2018

Greetings Parents/Guardians,

We are pleased to share that the Summer School 2018 course guide is available on the [Sun Prairie Area School District Summer School 2018 website](#). Be sure to open the **2018 Summer School Course Guide**. [Registration](#) for Summer School 2018 will open on March 22, 2018. Page six of the 2018 course guide provides detailed information on the registration process.

What will I need to complete online registration for my child to attend Summer School?

Parents/guardians **MUST** use the **PRIMARY** email connected to their child's Infinite Campus account to register for Summer School. The Summer School registration system (SSRS) is connected to the **PRIMARY** email.

I do not know what the primary email address is. What do I do?

If you are unsure of the PRIMARY email that is connected to your child's Infinite Campus account, you can learn more by contacting Pamela Garcia at pcgarci@sunprairieschools.org

I think my former spouse has the primary email address. I am secondary. What do I do?

If you have joint custody of your child, and do not own the PRIMARY email for your child's Infinite Campus account, you will need access to that email to complete Summer School registration. If parents want to change the primary email that is already connected to their child's Infinite Campus account, they will need to change the secondary household into the primary. Additionally, If there are two parent/guardians in the same primary household, the parent with the lowest person ID in infinite campus is the one who's email is considered the PRIMARY email.

I do not have an email address. What do I do?

If you do NOT have an email account, you will need to create one. The easiest email account for many to create may be a gmail account. Here are the [instructions for creating a gmail account](#). You can go to your child's school, the district office, or the public library to use a computer to create an email account and on March 22, to register your child online. Once you have an email account created, you can connect it to your child's Infinite Campus account in the following way: Log into your Infinite Campus parent portal account to add the new email or contact Pamela Garcia at pcgarci@sunprairieschools.org .

If you have questions on your child's Infinite Campus account and the associated PRIMARY email, please contact Pamela Garcia at pcgarci@sunprairieschools.org or at 608.834.6571.

If you have questions on Summer School courses or registration, please contact:

- [Kristy Thao](#), Elementary Coordinator, 608.834.6566 kythao@sunprairieschools.org
- [Jo Guyette](#), Middle and Upper Middle 608.834.6579 jmguyet@sunprairieschools.org
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- [Shelley Joan Weiss](#), Director, sjweiss@sunprairieschools.org