

February 15, 2019

Hello Principals & Administrative Assistants of Parochial Schools ~

It is time to start thinking about summer school! Summer School runs from June 18 through July 18 this year! No summer school classes will be held on July 4th, 5th, 12th, or 19th. We have attached all information and forms in this e-mail. Anyone who needs additional information, please feel free to e-mail Amanda Ristow at [ristowa@watertown.k12.wi.us](mailto:ristowa@watertown.k12.wi.us) or call (920)262-1485.

Some important things to remember about Summer School 2019:

- We will use Online Scheduling through Skyward Family Access (K-12)
- 4K students will still have the option of a paper enrollment form, but new this year, current 4K families interested in Summer School, will have access to their Skyward login and password at their current locations for online Summer School scheduling.
- Registration is FREE this year; however, some courses do have fees
- All Parochial Students will need to have a parent fill out a registration form. These forms may be turned in one of the following ways:
  - **To the school they currently attend by March 14.** (Please send someone from your school to drop off all registrations and other applicable forms at Schurz School by March 15.)
  - **Scan and email to Amanda Ristow at [ristowa@watertown.k12.wi.us](mailto:ristowa@watertown.k12.wi.us)**
  - **Fax (920)206-7438**
- Students will not be able to schedule classes unless this form has been turned in. If students attended summer school last year, their Skyward login and password will be the same. Parents can e-mail after March 19, but prior to April 4, if they need login information at [ristowa@watertown.k12.wi.us](mailto:ristowa@watertown.k12.wi.us). This information will then be e-mailed to the parent. **Enrollment forms must have been completed and the student entered into Skyward prior to e-mailing Amanda Ristow for their log-in and password information.**
- If the registration form is filled out after March 14, it will need to be personally turned in at Schurz School. Every effort will be made to issue a Skyward login and password to families without one prior to April 4th
- Students with any health conditions must complete a Student Health information form.
- All fees must be received within 2 weeks of scheduling classes online or the student will be dropped from any classes with specific fees. Payment should be made at Lincoln School only. Fees, liability waivers and lunch forms may be dropped off or mailed to: Lincoln Elementary - 210 N. Montgomery Street, Watertown, 53094
- In March, the 2019 course book, class sheets and all summer school forms may be found on the WUSD website at [www.watertown.k12.wi.us](http://www.watertown.k12.wi.us). Go to "Schools" and "Summer School". We have a section dedicated to parochial students and families on our Summer School webpage with enrollment forms and other important information. Please direct them to the website.
- If you have any questions, please contact the summer school office at (920)262-1485
- Please send this information home with your students and keep families updated in your monthly newsletters

Please reply and let me know that you received this. Thank you!

Jamie Koepp, Summer School Coordinator  
Amanda Ristow, Summer School Administrative Assistant