

=Warning =Note

Register for the Program

You will use HCPSS Connect to register your child for the HCPSS STARTALK Pilot Chinese Language After-School Program.

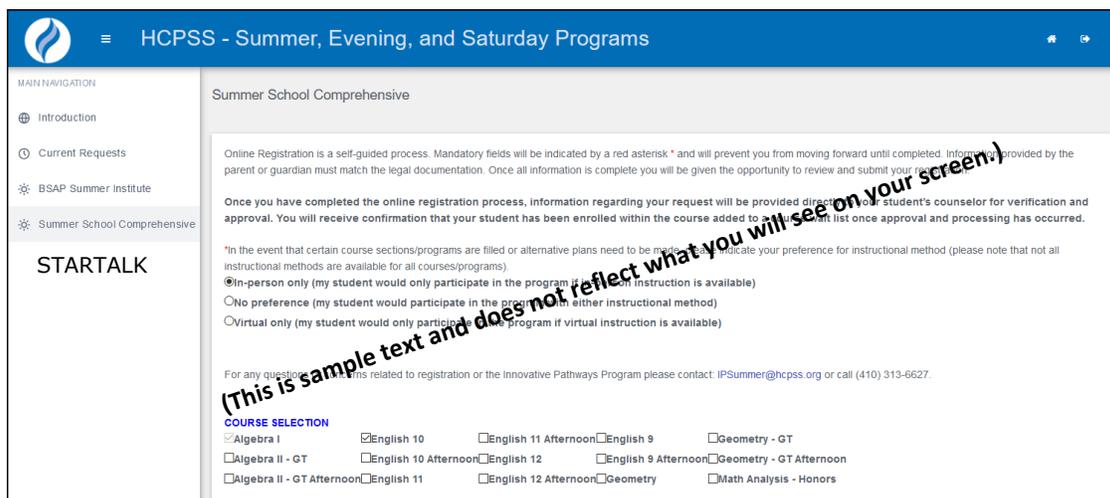
1. Access the HCPSS Connect website.
2. Select the appropriate child if you have more than one child listed.
3. On the Home page, click on **More Options (Family File, Report Cards, etc.)** in the left panel.



4. Click the **Summer/Evening/Saturday Program Registrations** link. The Introduction page displays and shows available programs in the navigation panel on the left.

WARNING: Read the information provided on this page carefully.

5. In the left panel, click on the desired program (STARTALK).



6. Read the entire message.
7. Select the appropriate course.
8. Click **Save**. Your request will be submitted. A blue message appears at the top of the screen indicating that your requests have been submitted. This does not guarantee your placement in the program. You will be contacted once placements are made.

View Request for the Program

After requests have been submitted for any program, you can view these requests by clicking on the Current Requests option in the left panel. View the Course Request Status to see if the student has been Scheduled or Waitlisted. Click the Cancel Request button to cancel your request for the course.

Request Withdrawal from the Program (if necessary)

You can request a withdrawal from any program after your child has been enrolled.

1. Click on the **Current Requests** option in the left panel.
2. Click the **Withdraw** button for the course.

HCPSS - Summer, Evening, and Saturday Programs

Students cannot be registered in more than one Summer Program at once. Should your student wish to switch summer programs, please request Withdrawals from all courses in the original program. Your student will not be able to register for a new program until the Withdrawal has been completed by the program administrators.

- If you wish to withdraw your student from Scheduled School Year (SSY) services, please contact their case manager.
- If you wish to withdraw your student from Summer School Academic Intervention, please update the Invitation status on Summer School Academic Intervention page.

School Program	Course ID	Course Title	Course Request Status	Approved
Summer School - G7(Summer)	GG24	D E I Blast Off Into Outer Space	Scheduled	Withdraw
Summer School - G7(Summer)	GG28	Great Adventures in Math, Engineering and Science	Scheduled	Withdraw

Please enter all applicable reasons:

Attendance
 Conflicts with after school activities
 Conflicts with parent schedule
 Cost of tuition
 No longer needed
 Other
 Resource issues
 Transportation difficulties

Request Refused

Complete Cancel

3. Select the check boxes for all applicable reasons.
4. Click **Complete** to finalize your withdrawal request.