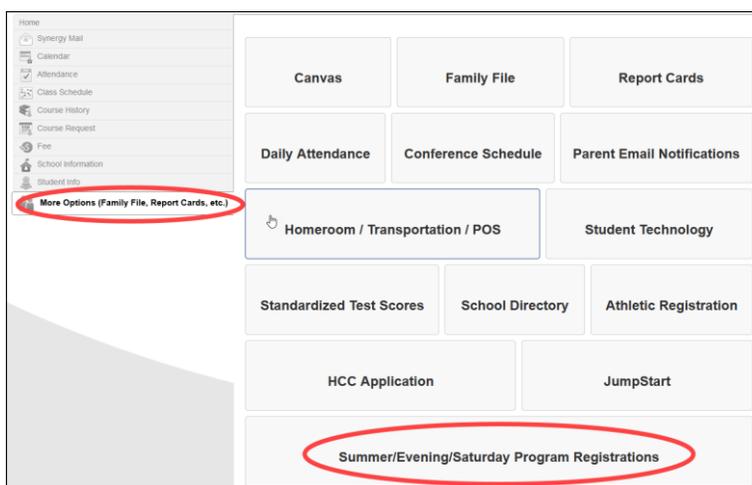


=Warning =Timesaver =Note

Register for a Program

You will use HCPSS Connect to register your child for any HCPSS Summer Program, Evening School, or BSAP Saturday Math Academy.

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 **More Options (Family File, Report Cards, etc.)** in the left panel.



4. Click the **Summer/Evening/Saturday Program Registrations** button. 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.

WARNING FOR SUMMER PROGRAMS: If your child has already been placed in another HCPSS Summer Program, you will not see other summer program options in the left panel.



- Review the entire message.
- Select the appropriate courses.

COURSE SELECTION

Algebra I
 English 10
 English 11 Afternoon
 English 9
 Geometry - GT

Algebra II - GT
 English 10 Afternoon
 English 12
 English 9 Afternoon
 Geometry - GT Afternoon

Algebra II - GT Afternoon
 English 11
 English 12 Afternoon
 Geometry
 Math Analysis - Honors

 **NOTE:** Courses listed will depend on the program selected and your child’s grade level. Read all of the text on the page for program-specific instructions.

- If your program offers transportation options, you will see the Transportation section. Select the appropriate option.

TRANSPORTATION

Transportation for Innovative Pathways Summer School is limited. Transportation is available for students who fall into one or more of the following categories: students graduating in Summer School, rising 9th graders enrolled in the Gear-Up program, or English Language Learners (ELL/ESOL). Students who are eligible to receive transportation are encouraged to select a bus stop from the list below when making course requests (registration). Families will be contacted before the start of Summer School with specific information regarding bus arrival and drop-off times.

- Transportation requested. Expect future communication for bus

***Please indicate your transportation needs:**

I will be providing my own transportation and will not need to make use of the shuttle service.

I will need to use the Transportation requested. Expect future communication for bus stop.

Further information, along with a bus pass will be provided during the mandatory parent/student orientation to be held on **.

 **NOTE:** Not all programs offer transportation.

- 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.

Register for Multiple Programs

If you register for more than one summer program that meets at the same time, you will need to identify your preferred program on the Introduction page. After you register for the second program, click on the **Introduction** option in the left panel, select the preferred program in the **Enrollment Requests** section, and click **Save**.

Enrollment Requests

- After completing program registrations, please select the **preferred program** for the student. You can submit an enrollment request for more than one program. Should your student wish to switch summer programs, please request withdrawal from **all courses** in the original program. You will not be able to register your child for a new program until the withdrawal has been **completed** by the program administrators.

View Requests for a 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 a Program

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

MAIN NAVIGATION

- Introduction
- Current Requests**
- G/T Summer Institute

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 Extended School Year (ESY) 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 - G/T(Summer)	GG24	3 2 1 Blast Off Into Outer Space	Scheduled	Withdraw
Summer School - G/T(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 Refund:

Complete Cancel

3. Select the check boxes for all applicable reasons.
4. Select if you want to request a refund.
5. Click **Complete** to finalize your withdrawal request.