

EMAIL : [ntsummerschool@nthsh.net](mailto:ntsummerschool@nthsh.net)

Subject : New Trier: Summer School 2024 Registration Instructions

Recipients : Rising freshman, soph, juniors and seniors.

Dear Parents / Guardians:

New Trier will begin accepting Summer School 2024 registration requests for Academic and Enrichment Courses and Sports Opportunities on **Monday, February 5 at 8:00 AM** through the [PowerSchool Parent Portal](#).

Prior to registering your student, please carefully review the [summer school brochure](#) for course information and details on summer school policies and procedures and read the following instructions.

**Registration Requests - General Information:**

- There are two summer school forms available in PowerSchool which can be accessed by clicking the “Forms” icon on the left-hand side of the screen:
  - For Academic or Enrichment Courses use:
    - Summer School Academic/Enrichment Course Request 2024 Form
  - For Sports Opportunities use:
    - Summer School Athletic Course Request 2024 Form
- Following are the registration periods for all Summer School 2024 courses and opportunities:

	Regular Registration Dates	Late Registration Dates
Academic and Enrichment Courses	February 5 - March 22	April 5 - June 11
Sports Opportunities	February 5 - May 1	May 8 - June 17

- **Late registrations will be limited to remaining seats available following the regular registration period. Late registrations are subject to a \$50 late registration fee.**
- Submitting the Summer School Registration Request form does not guarantee a seat in a course. Courses are available on a first-come first serve basis, and class size is limited and subject to available staffing.
- Academic and Enrichment classes will be held at the Winnetka Campus.
- Sports Opportunities will be held at the Winnetka Campus, Northfield Campus or Duke Childs Field depending on the sport.

- Prior to completing the Summer School Registration Request Form, students and parents/guardians should refer to the times in the [summer school brochure](#) to avoid time conflicts between classes and athletics.

## **Registration Processes and Waitlist Option**

**Academic and Enrichment Courses Deadline: March 22**

**Sports Opportunities Deadline: May 1**

### Regular Registration

- Up to the above registration deadlines, parents/guardians will be able to modify and re-submit the Summer School Registration Form if a change needs to be made. After the deadline, parents/guardians who have submitted a form will not be able to modify and re-submit a form. If a change must be made after the deadline, the parent/guardian must email the change request to [ntsummerschool@nthsh.net](mailto:ntsummerschool@nthsh.net)
- Notifications confirming registration in requested courses will be sent to parents/guardians by mid-April (Academic and Enrichment Courses) and mid-May (Sports Opportunities).

### Late Registration

- After the registration deadline, staffing and class sectioning decisions will be based on the number of requests. Courses with insufficient enrollment will be canceled, and parents/guardians will be informed of the cancellation.
- After the deadline, if a class is closed or canceled, it will be noted on the registration form.
- After the deadline, registration will reopen on April 5 (Academic and Enrichment Courses) / May 8 (Sports Opportunities) until the enrollment reaches capacity. Late registration requests will be granted only if space exists and are subject to a \$50 late registration fee. Once a course reaches capacity, parents may select the “waitlist” option that will be listed on the form.

### Waitlists

- Students will NOT be able to register for one course AND be placed on a waitlist for a different course. They also cannot be placed on multiple waitlists.

## **Notification to Families and Payment:**

- Families will be contacted if their summer school request cannot be accommodated.
- New Trier’s Business Office will bill registrants in May. Registrants must pay the entire tuition at that time.
- There is no tuition or late registration fee for credit recovery courses.

- The Business Office receipt of payment will be the final confirmation of course enrollment.

### **Summer School Schedules:**

- Summer School schedules will be available in **PowerSchool** approximately **one week before the start of Summer School**. Student schedules will not be mailed or emailed.

### **Contact Information:**

- Summer School Registrar: [ntsummerschool@nth.s.net](mailto:ntsummerschool@nth.s.net)
- Business Office: [summerschoolbilling@nth.s.net](mailto:summerschoolbilling@nth.s.net)
- Health Services: [healthservices@nth.s.net](mailto:healthservices@nth.s.net)
- Athletic Office: [athletics@nth.s.net](mailto:athletics@nth.s.net)

### **Accessing the Summer School Registration Request Form:**

- Log into the PowerSchool Parent Portal at:  
<https://newtrier.powerschool.com/public/>
- Summer School Registration requests must be submitted using the Parent's PowerSchool portal. Do not use student credentials to complete summer school requests.
- Click on "Forms" located on the left side navigation bar.
- Under the category "Summer School" choose one of the following form(s):
  - "Summer School Academic / Enrichment Course Request 2024"
  - "Summer School Athletic Course Request 2024"
- These forms will be available on February 5 at 8:00 AM.

If you have questions about your PowerSchool Parent Portal user account or are having trouble logging in, please contact the Data Team via email at [PowerSchoolSupport@nth.s.net](mailto:PowerSchoolSupport@nth.s.net).

If you have academic or enrichment course questions, please email [ntsummerschool@nth.s.net](mailto:ntsummerschool@nth.s.net). All questions regarding sports opportunities should be sent to [athletics@nth.s.net](mailto:athletics@nth.s.net).

Sincerely,

Dan Weidner, Ed.D.  
Associate Principal for Academics and Administrative Services