The portal for parents can be found on each schools website under Trending.

The following screen will be displayed.

Enter the Student ID.

From the drop down list select the home school your student attends.

Enter the student Date of Birth in the following format MM/DD/YYYY

Enter the Phone Number on record in Infinite Campus, no formatting, all numbers. Click Login.

If the information was not entered correctly you will be given the opportunity to enter again.

The following screen will be displayed.

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**SUMMER SCHOOL REGISTRATION**

Please enter the following details to log into the website

- **Student ID:** [Enter ID]
  - Ex: 234567
- **Select the School:** Select the School
- **Date of Birth:** [Enter Date]
  - Ex: mm/dd/yyyy
- **Phone Number:** [Enter number]
  - Ex: 8471234567

**LOGIN**

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**DEMOGRAPHICS INFORMATION**

Contact your school to change demographics information listed below

- **Student ID:**
- **Grade:**
- **First Name:**
- **City:**
- **Zip Code:**
- **Birthdate:**
- **Gender:**

- This hearing impaired student will need an interpreter.
- This student has a 504 Plan.
- This student has an IEP.

**PROCEED**
Click Proceed and you will be taken to the Forms and Agreements page.

Once the Forms and Agreements are completed click on Proceed to Course section.
Courses for the home school will be displayed.

You are only allowed one course per semester unless the course has a status of “Waitlist”.

Once the courses are selected they will be displayed above the Submit button.

If bus transportation is requested, the Required Bus should be selected. Once it is selected there will be a drop down menu with the student’s school’s bus stops.
Click “Remove” for desired course to remove before payment or to select a different course.

You must agree to the $20 nonrefundable processing fee and click Submit.

The parent can use Visa, MasterCard or Discover. Note: Email address can be entered to receive receipt electronically.
You will get the following receipt page, which can be printed.

When registration is complete, click Logout.
REFUNDS

The portal for parents can be found on each school's website under Trending.

Enter the Student ID.

From the drop down list select the home school your student attends.

Enter the student Date of Birth in the following format MM/DD/YYYY

Enter the Phone Number on record in Infinite Campus, no formatting, all numbers.

Click Login.

If the information was not entered correctly you will be given the opportunity to enter again.

Courses Offered and Selection Page screen will be displayed.
All Enrolled course(s) will be displayed above the Submit button. To process a refund for one of the courses click on Refund.

**You can add or refund the bus charge.**

If you have paid by Cash, Check or Money Order you will receive a below message box.

![Message from webpage]

If you have paid either by Check, Cash or MO. Please call the school to process your Refund.

If you have paid by Credit Card then you can click on refund link.
If you would like to add any other course you can select from the list.

Once selection and refund is completed then agree to the $20 non refundable processing fee and click Submit.

**Confirmation and Payments** screen will be displayed.
Infinite Campus fees will be updated with the refund information.

You will get the following receipt page which can be printed.