



## Summer School online registration instructions:

### **Step 1:**

Go to: [www.gahannaschools.org](http://www.gahannaschools.org). Look on the home page under “What’s Trending” for a link to the summer school page.

### **Step 2:**

Once on the summer school page, review the class descriptions for either elementary/middle (preschool-grade 8), or high school (grades 9-12) and the transportation page (for those in grades 1-8 during the 2021-22 school year).

Note: You will need your student’s ID number to register, the student’s date of birth, as well as general information such as home address, grade level, etc. These are required fields. The student ID number is the student’s lunch account number.

**Class descriptions are now on the website. It is recommended you review these before registering.**

### **Step 3:**

Beginning at **noon on Monday, April 18, 2022**, the Google registration forms will start accepting registrations. Go to [www.gahannaschools.org](http://www.gahannaschools.org). Look for the summer school link under “What’s Trending” on the home page. Once on the summer school page, click on the registration link for one of the following sections:

Preschool-Grade 8

High School make-up classes

High school new credit classes (Health and Physical Education)

High school Speech -May 31 - June 13 ONLY

High school Speech - JUNE 14-27 ONLY

### **SPEECH CLASS (high school):**

Since there is a big demand for summer Speech, there is a separate registration form for each class. This is due to the fact that we can only accept a maximum of 15 students per class. Look for the “Register here for Speech” link on the summer school page. Make sure you click on the Speech class that matches the time and date for which you are registering:

May 31 - June 13 - 12:00 -5:00 PM

June 14 - June 27 - 12:00 -5:00 PM

Once we have reached the maximum, the Google form will indicate responses are no longer being accepted. All registrations are time stamped. In the event of excess registrations received, the timestamp will determine if the student is accepted for the class. If you see “no responses are being accepted” after 12:00 noon, this means the class has reached maximum capacity. If you wish to be included on the waitlist for Speech, please send an email to [lewis-blakelyj@gips.org](mailto:lewis-blakelyj@gips.org) and include the student’s name and whether you want the May 31 - June 13 or the June 14-27 class. We will send confirmation emails for this class so parents will know their student is confirmed for this class.