

Dear Parent/Guardian of Mondovi Elementary and Middle School students,

Summer will be here before you know it, and we have been working hard to plan for this year's summer school. We recently put a link to the summer school booklet on our school webpage for students currently in grades 3-8. We have also shared it on the school Facebook page and there are copies of the booklet available in each of the offices.

**Here is some important information for you to know at this time-**

Students currently in grades 3-8 will register for summer school online once again this year using the Infinite Campus Portal. You can access the Infinite Campus Portal by logging onto our school district's homepage and clicking on "Campus Portal Link" on the left-hand side. Step by step instructions for how to register are included below.

**Infinite Campus Instructions for Registering Online**

**\*This is only for students in grade 3-8.**

- **Login to the Infinite Campus portal link from the Mondovi Homepage and select your student.**
- **Choose 18-19 Summer School (located on the menu on the left-hand side of the page).**
- **Next select the Course Search tab (in black).**
- **You can either search by entering a course name or by clicking Go which will bring up all the courses.**
- **Once you click on a course, it appears at the bottom of the screen with the dates and times it is offered.**
- **Select Request this Course and it will be added under requested courses.**
- **You will need to repeat the above step for each course requested.**
- **Please choose the student's top 3 picks in Request this Course, and select 2 more to go into Alternate Courses for A.M. classes.**
- **You may choose as many P.M. classes as you would like, but make sure to pay close attention to times, dates, and grade levels.**
- **If you accidentally select a wrong course and add it to the Requested Courses, click on that course in the list and you will get an option to Drop This Request.**
- **You do not need to print and sign a copy once you have selected your child's classes.**
- **We will send confirmation letters out after classes have been finalized.**

**Summer School registration will close at the end of the day on Friday, May 4.**

**Students in grades 4K-2nd do not need to register as there is only one option for them and information for their class will be sent home separately.** Questions regarding how to register using Infinite Campus should be directed to Leah Bursaw. There will also be copies for

registration located in each of the offices for those who do not have access to a computer or printer.

Leah Bursaw

- Phone-(715) 926-3645
- Email- [lbursaw@mondovi.k12.wi.us](mailto:lbursaw@mondovi.k12.wi.us)

We have set up the portal for all parents of current third grade students who do not already have a portal username and password. The username is first name initial and full last name (i.e. pfranzwa) and the password is password18. For all others who have not set up their Infinite Campus Portal yet, please contact Shelly Teigen in the district office.

Shelly Teigen

- Phone-(715) 926-3684
- Email- [steigen@mondovi.k12.wi.us](mailto:steigen@mondovi.k12.wi.us)

Please feel free to contact me if you have any further questions.

Thank you,

Paul Franzwa  
Summer School Coordinator