Registration forms for ASD iSchool summer school are online at http://www.asdk12.org/schools/asdischool/pages/
Ask students to complete the form BEFORE printing so it is legible. **Please DO NOT encourage handwritten forms**.

**After you have enrolled and scheduled students, the paper forms need to be inter-school mailed weekly to ASD iSchool so we have access to them once everyone leaves for summer.  Please send your completed forms to us weekly until May 22nd so we can be sure your enrollments went through.**

# Enrolling students at ASD iSchool for summer school

1.  Log into **Zangle Summer School 2015** by using a **Remote Desktop Connection** to **ts.asdk12.org**. Your login is your AD Username and email password.  You will see the Summer School 2015 icon on your desktop once you are connected.  Contact the ASD Help Desk at 742-4615 option 1 if you have problems connecting via RDC.
2.  Choose the  **ASD iSchool 2014/2015** Track
3.  Click on **Enrollment** button
4.  Click on **Student Editor** button
5.  Click on **Enroll**
6.  **Find** student
7.  Select the **"Enroll Selected Student"** button
8.  Set Status to "**Active**", set Entry Code to "**Track Transfer in ASD**", and verify the **student's grade during the 2014-15 school year.**  Leave **Entry Date** as the current date.



9.  Enter/verify student's **accurate email address**



10. Click **Continue**
11. Click **Save & Quit**

# Scheduling students in ASD iSchool Tank classes

1. Click on **Scheduling** and find the student's schedule
2. **Show Schedule** as of **6/8/2015**, the start of summer track classes
3. Click on the "**TK**" period and click **Sched** button
4. Choose the class requested in the list of tank classes
5. Notice that the teacher listed is **Temp, Zangle**
6. Click **Save & Done**
7. You will see the requested class listed in the TK period



8. Click **Save** and then **Quit**

**Login information will be posted on the ASD iSchool website.** Students are responsible to start working in the class on **June 8th**. Students having login issues should send an email to our office at asdischool@asdk12.org or call us at 742-1230 on June 8th to get assistance.

**Counselors will be able to schedule students in summer classes until May 22nd.**

**Class size is limited. First come, first served.**

**After you have enrolled and scheduled students, the paper forms need to be inter-school mailed to ASD iSchool on a weekly basis so we have access to them once everyone leaves for summer. Please send your completed forms to us until May 22rd so we can ensure your enrollments went through without error.**