



Bellerose

Summer School Online Registration Instructions

IS YOUR CHILD COMING TO US FROM OUT OF DISTRICT?

1. Go to www.studentquickpay.com/spschools/
2. Create an account by **clicking on the “Don’t have an account?” button.**
3. Use your email to complete the next step and choose your own password. (We will not be able to assist you if you forget your password.)
4. Go to **Out of District Student** and enter your child’s name.
5. Student’s name will appear at the bottom of the page under the blue bar marked “Student ID”.
6. Click **Done** to move on to the next screen.
7. Click on the tab in the upper left corner with your child’s name on it.
8. Click the item you wish to purchase – **Bellerose Summer School, Bellerose HeLa Session #1, or Bellerose HeLa Session #2.** (Please see below for additional HeLa instructions.)
9. Complete the registration process and select the desired course.
10. Proceed to checkout.
11. Complete the payment process. **(You still must follow this step even if there is a \$0.00 charge for your selected course.)**
12. Your child is registered. You will receive a confirmation letter, via email, in June with all of the information and forms required for Summer School.
13. **A copy of your child’s birth certificate or passport must be provided. Please scan/email to shelley.robinson@spschools.org, or fax to 780-459-0798.**

ARE YOU REGISTERING FOR ONE OF OUR HeLa SESSIONS?

After completing your registration, please complete and submit the following forms:

1. [Assumption of Risk form](#)
2. [Medical Form](#)
3. [Equipment List](#) – print and keep for your reference
4. **Copy of Birth Certificate**

These forms can be scanned/emailed to shelley.robinson@spschools.org, dropped off at the Bellerose Front Office, or faxed to 780-459-0798. (The forms can also be found on the [Summer School page](#) of our website.)