



## 2019-2020 Pay to Participate Middle School Enrollment Directions: For Parent/Guardians



- On-line registration is now the primary method of registration for Pay to Participate. Payment by Visa, MasterCard or American Express is required to use this option.
- Parents/Guardians can begin the registration process from this link: [www.a2schools.org/PTP](http://www.a2schools.org/PTP)
- When this web page opens parent/guardian should select their School Name and this will link them directly to the on-line registration site.
  - \* Each school link will take the parent/guardian to the on-line registration option. Parent/guardian should select the options (ID#) and follow the directions/prompts to complete the registration.
- Families who are requesting a fee waiver for the Sport Fee (based on receiving free/reduced lunch or have a current Rec & Ed Scholarship) need to provide this documentation to your school's athletic office and then obtain a discount code that will allow families to register on-line. This coupon code will automatically waive 100% or 50% of the Sport Fee based on the type of coupon code received.
- Sport Fee refund requests will be submitted by school's athletic office to the Rec/Ed Finance office. Refunds will only be issued to students who are cut from a team or who are unable to play due to a season ending injury or illness. Approved refunds will be processed in the same manner they were originally paid.

If a parent/guardian does not have access to a computer or does not have a credit card, parent/guardian may either call or visit the Rec/Ed office for assistance. (Since this is a web-hosted program parent/guardian can access and enroll from an available computer in any school building or a public library.

All questions about on-line registration or setting up an on-line account can be directed to the Rec & Ed office: 734-994-2300 and any of our staff will be able to assist the parent/guardian.