

OHM BOCES 2020 Summer School Online Registration (non-schooltool users)

Oneida • Herkimer • Madison
BOCES
OHM

schooltool

New User
 Returning User

Select New User then click Continue.

Click Continue to start a new session and enter children, contacts, and addresses from scratch.

Continue

Previous Step < Cancel

Pre-Register Children

Use this screen to enter information about your children.

How many children are you registering today?

Select One
Select One
1
2
3
4

Register only one student at a time - select the number 1 from dropdown.

Fill in the student's name and other information and then click NEXT STEP- Contacts.
DO NOT Add Another Child.

Previous Step < Cancel

Pre-Register Children

Next Step Contacts >

Use this screen to enter information about your children.

- Fields with * are required.
- When complete, click on the "Contacts >" button to continue.

[Click Here to Add Another Child](#)

Child 1

First Name: Donald*

Middle Name:

Last Name: Duck*

Child's Email Address:

Child's Cell Phone #:

Gender: Male*

Date of Birth: 1/1/1998*

Is Hispanic:

Race: White*

Primary Language: Spanish*

Note: English at the top of dropdown.

[Click Here to Remove this Child](#)

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Enter **two contacts per student** - a primary contact (must be someone who the student resides with) and a second contact (emergency). Do **NOT** enter two people as one contact (example: Mark and Beth Smith).

Previous Step < Children

Pre-Register Contacts

Use this screen to enter information about adults that will be on the contact lists of the previously entered children.
How many contacts would you like to register today? Select One

- Select One
- 1
- 2**
- 3

Select 2 contacts.

Previous Step < Children

Pre-Register Contacts

Next Step Relationships >

Use this screen to enter information about adults that will be on the contact lists of the previously entered children.
• Fields with * are required.
• When complete, click on the "Relationships >" button to continue.

[Click Here to Add Another Contact](#)

Contact 1

Salutation: Ms. Email Address:

First Name: Mary* Cell Phone #: 315-222-4444

Middle Name: Work Phone #: 315-444-7777

Last Name: Duck* Work Phone # Ext: 2345

Gender: Female* Work Phone # Is Listed:

[Click Here to Remove this Contact](#)

Contact 2

Salutation: Mr. Email Address:

First Name: Goofy* Cell Phone #: 315-666-8888

Middle Name: Work Phone #: 315-888-3333

Last Name: Dog* Work Phone # Ext:

Gender: Male* Work Phone # Is Listed:

[Click Here to Remove this Contact](#)

Step 1 **Step 2**

Enter all available information for both contacts, then click Next Step - Relationships.

Previous Step < Contacts

Relationships

Next Step Addresses >

Use this screen to enter information that describes how each contact is related to each child.
• Children are assumed to live with their primary contact.
• Contacts must have a relationship to the child if they are a primary contact, receive mail or have pickup privileges.
• Fields with * are required.
• When complete, click on the "Addresses >" button to continue.

Donald Duck's primary contact is Mary Duck

Mary Duck is his/her Mother

Comments: You can type a note here.

Receives Mail
 Can Pickup Child

Goofy Dog is his/her Emergency Contact

Comments:

Receives Mail
 Can Pickup Child

Step 1 **Step 2**

One contact must be the primary. Fill in relationships for both contacts, then click Next Step - Addresses.

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Step 1
Step 2

Previous Step
< Relationships
Residence Addresses
Next Step
Additional Info >

Use this screen to enter an address for each contact.

- Every contact must have an address and/or home phone number.
- If multiple contacts live at the same address, use the "Same address as another contact" option.
- Fields with * are required.
- When complete, click on the "Additional Info >" button to continue.

Daisy Duck

Same address as another contact
 Enter a new address and home phone number
 Enter a new home phone number only

House #: * Street: * Unit #:
 Line 2:
 City: * State: * Zip Code: *
 Home Phone #: Is Listed:

Goofy Dog

Same address as another contact
 Enter a new address and home phone number
 Enter a new home phone number only

House #: * Street: * Unit #:
 Line 2:
 City: * State: * Zip Code: *
 Home Phone #: Is Listed:

Fill in Address and Home Phone (can be cell phone) for both contacts, then click Next Step – Additional Info.



IMPORTANT - 3 BOXES MUST BE CHECKED!



Check **Summer School Intake Form (All Students)** AND **Online Registration Addl. Fields** AND appropriate **Course Reg.** - Elementary Summer School Course Reg. OR Middle Summer School Course Reg. OR High Summer School Course Reg. **Complete all relevant fields in each section!!**

*** If you forget to check one or more of these boxes and/or omit information in any section, you will have to resubmit the entire registration. ***

IMPORTANT!!!

Additional Information for Test Delete

Summer School Intake Form (All Students)
 Elementary Summer School Course Reg.
 High Summer School Course Reg.
 Online Registration Addl. Fields
 Middle Summer School Course Reg.

Check both.

AND

Check one.

CHECK Summer School Intake Form (All Students) AND Online Registration Addl. Fields AND CHECK appropriate Course Reg. for every student you register.



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Summer School Intake Form (All Students) must be completed.

Summer School Intake Form (All Students)

DOES STUDENT HAVE CONDITIONS, REQUIREMENTS, MEDICATIONS OR ANYTHING ELSE THE TEACHER SHOULD KNOW ABOUT?
Yes ▾ *

IF YES, PLEASE LIST THEM HERE:
Asthma

DOES STUDENT HAVE ANY ALLERGIES?
Yes ▾ *

IF YES, PLEASE LIST ANY ALLERGIES THE STUDENT HAS, PLACING A COMMA BETWEEN EACH.
Bees

SCHOOL COUNSELOR NAME: Alexis McKerrow (Proctor) 368-6397 ▾ *

DOES STUDENT HAVE AN IEP/504 PLAN? IEP ▾ *

ESL? No ▾ *

Fields with an asterisk are required; however, **fill out ALL fields that are relevant for that student.**

Make sure to change dropdown defaults if the default is not applicable to that student.

AND - Online Registration Addl. Fields must be completed for each student.

Online Registration Addl. Fields

School District:
House of Good Shepard ▾ *

Grade Currently Completing:
9 ▾ *

HoGS and Notre Dame, select your school above then home district here:
New Hartford ▾ *

Home District Student ID: 1234567 *

Immigrant?: No ▾ *

AND - Course Reg. that applies (Elementary, Middle, or High) and fill in all applicable information.

Elementary Summer School Course Reg.

ENROLLMENT LEVEL FOR SUMMER CLASSES ARE BASED ON THE GRADE THAT THE STUDENT WOULD BE ENTERING IN FALL 2020.

Grade 1 (1000) ▾ *

OR

Middle Summer School Course Reg.

COURSE SELECTION #1: English 6 (006) ▾ *

TRACK 1: Academic Enrichment ▾

COURSE SELECTION #2: Science 8 Life (208) ▾

TRACK 2: Academic Intervention ▾

OR (next page)

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High Summer School Course Reg.

COURSE SELECTION #1: English 9 CC PLATO (091) ▾

TRACK 1: Academic Enrichment ▾

COURSE SELECTION #2: Global Studies 10 PLATO (191) ▾

TRACK 2: Academic Intervention ▾

When finished entering **ALL** applicable Additional Info in each section, click Next Step – Contact Info.

Previous Step < Address

Additional Info

Next Step Contact Info >

Use this screen to enter additional information requested by the district.

- Fields with * are required.
- When complete, click on the "Contact Info >" button to continue.

Additional Information for Test Delete

Enter a generic **password** that you will remember (the same password can be used multiple times), **your name**, and **phone number** then click Next Step – Save.

Previous Step < Other Info

Your Contact Info

Next Step Save >

* Required

Your session key is **728818**. Please choose a password for your session (must be a minimum of 6 characters with no spaces). Write down both your session key and password. You will need them if you want to return and edit your session later.

Password:

Re-Type Password:

Please enter your first name, last name, and a phone number or email address that the registrar can use to contact you if there are any questions about the information you entered during this session.

Your First Name:

Your Last Name:

Your Email Address:

Your Phone Number:

Session Saved

Final Step Exit >

You session was successfully saved!

Your session key is **728818**. Write down both your session key and password. You will need them if you want to return and edit your session later.

You may print a hard copy of your session by clicking the Print button below.

Print

Click the Print button to print a report of the registration.

NOTE: If you need to UPDATE a student's registration, you must complete all of the steps in these instructions and re-submit.