

2020 OHM BOCES Regional Summer School Registration (schooltool users)

To transfer student data, go to Census, search student's name & open his/her record, then click the 2 pieces of paper icon in upper, right corner (Transfer Student Data).

In TRANSMIT TO DISTRICT drop-down, select OHM BOCES Regional Summer School, then click Transmit.



IMPORTANT - 2 BOXES MUST BE CHECKED!



Check **Summer School Intake Form (All Students)** 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 of these boxes and/or omit information in any section, you will have to resubmit the entire registration. *

Check this.

AND

Check one of

CHECK Summer School Intake Form (All Students) AND **CHECK** appropriate **Course Reg.** for every student you register.



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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

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 ▾

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 ▾

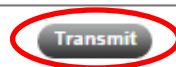
OR

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) ▾ *

When you have completed entering all info in both Additional Information sections, click Transmit button.



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