



Nassau BOCES Letter of Intent

Web-based Submission Procedures

April 2025

User Reference

Beginning on or about April 7, 2025, the Nassau BOCES web-based Letter of Intent for 2025/26 requests for Nassau BOCES services will be available. We do not accept paper submissions of the Letter of Intent. The web-based form is password protected. If you need assistance with your password, please contact Andrew Shainman at AShainman@nasboces.org or Susan Pfeifer at SPfeifer@nasboces.org. Please be sure to include a telephone number where you can be reached in your email. All amendments submitted after the official submission will be entered electronically by Andrew or Susan.

Instructions for using the web form:

When using either the Microsoft Edge or Google Chrome web browser to prepare the eLOI, please be sure to clear your internet cache as shown below, to ensure proper calculations and functionality within the application:

Microsoft Edge

1. On your computer, open Microsoft Edge.
2. Click on the “Menu” in the upper right corner of Microsoft Edge and open the Browser setting. You can recognize the menu by the three stacked dots.
3. Then go to Settings and click the “Privacy, search and services” item in the left menu.
4. Here, under “Clear browser data,” click on “Choose what to clear” and a pop-up window will appear.
5. In the Time range, keep “All time” selected and check the “Cached images and files” option. Confirm the selection by clicking the “Clear now” button.

Google Chrome

1. On your computer, open Chrome.
2. Click on the “Menu” in the upper right corner of Google Chrome. You can recognize the menu by the three stacked dots.
3. Click Clear browsing data from the dropdown menu.
4. At the top, choose a time range. To delete everything, select All time.
5. Next to “Cookies and other site data” and “Cached images and files,” check the boxes.
6. Click Clear data.

- Go to the Nassau BOCES webpage at www.nassauboces.org. At the top right-hand side of the home page screen, click on the blue box containing a magnifying glass and three stacked lines. Hover your cursor over Services for Districts and choose Business Services (3rd option down in the first column that populates). Under District Resources, click on Letter of Intent, section expands and click on the Letter of Intent Log On (Password Required).

District Resources

+ Cooperative Bidding and Purchasing

+ Transportation Services

+ Billing (Magellan/Actuate)

+ District Contract Analysis and Aid Summary

- Letter of Intent

A legally-required document for component school districts to project for Nassau BOCES services in the coming year. We use the information that you provide to us to prepare your BOCES aid projection.

Our web-based form is password-protected and eliminates many of the problems encountered in past years such as mathematical errors, improper sign-offs and lost pages.

The date of submission required by law for your Letter of Intent is May 1.

[Letter of Intent Log On \(Password Required\)](#)

[Letter of Intent Instructions](#)




Click on the Open Letter of Intent button. If you do not pass the System Diagnostics, please call Andrew Shainman at 516-396-2334 or Susan Pfeifer at 516-396-2318. We will provide you technical help to assist you in getting into the program.

System Diagnostics		
REQUIREMENT	YOUR SYSTEM	PASSED
Operating System	Windows NT	✓
- Screen Size	1280x1024	✓
Web Browser	Internet Explorer 11.0	✓
- JavaScript	Enabled	✓
- Popup Windows	Enabled	✓
- Cookies	Enabled	✓

- Log in to the system using the account ID and password provided to you. Make sure you are in the correct School Year 2025-26. The account ID for a district is the first eight letters of your district name with: – si for Superintendent, – bo for Business Official, and – sr for Service Requestor. For example, the account IDs for Baldwin would be baldwin-si, baldwin-bo and baldwin-sr.

Login



Please Log In below:

SCHOOL YEAR
2025-2026

ACCOUNT ID

PASSWORD

INITIALS

- After you have successfully logged in you will be at your home page. This page provides you with a snapshot of the BOCES services that your district has subscribed to in 2024/25 as well as some of the projected charges for 2025/26 that we are aware of.

The home page also has a Message Board from BOCES where we will post additional information. The home page provides you with a log of the activity reporting the dates and times that all users were in the Letter of Intent. The Index button can be helpful in finding where a particular service is located. The Budget button will list the services you have requested, organized by your district sort code (you must enter each sort code under the service line for this to work). The Summary button will list the services, organized by Nassau BOCES service codes. Finally in the middle of the home page the Superintendent and the Business Official have the ability to change their password. Service requestors cannot change their password, but the Superintendent or Business Official can change it for them.

Departmental Snapshot

DEPT	VIEW	EDIT	2023-2024	2024-2025
Admin			\$0	\$0
ATHL			\$0	\$0
CC			\$0	\$0
CIT-1A			\$0	\$0
CIT-1B			\$0	\$0
CIT-2			\$13,319	\$13,319
CIT-3			\$0	\$0
CIT-4a			\$100	\$0
CIT-4b			\$0	\$0
CIT-5			\$0	\$0
CIT-6			\$0	\$0
CIT-7a			\$0	\$0
CIT-7b			\$0	\$0
CIT-7c			\$0	\$0
CIT-7d			\$0	\$0
CIT-7e			\$0	\$0
CIT-8			\$0	\$0
CIT-9			\$12,017	\$0
CIT-10			\$0	\$0
CTE			\$0	\$206,746
RSIP			\$0	\$0
SE-1			\$0	\$0
SE-2			\$0	\$0
SE-3			\$0	\$0
SS			\$0	\$3,675
TS			\$0	\$0
			\$25,436	\$223,740

The business official **has not** yet approved this Letter of Intent.

You **have not** yet approved this Letter of Intent.

I have read and agree to the [Important Notice](#).

Messages from BOCES

Your Password:

New Password: Confirm: [Change](#)

Service Requestor Password:

New Password: Confirm: [Change](#)

[LOI](#)
[LOI Totals](#)
[Summary](#)
[Budget](#)
[Index](#)

Recent Activity

DATE	NAME	TIER	DEPT	ACTION
4/4/2022 9:43:14 AM	bf	SI		User has logged into the system.

[View All Activity](#)

- If you click on the pencil, you will be in the edit mode for a Nassau BOCES department and may begin signing up for services. The services that your district is signed up for currently may be seen in the 2024/25 columns. For programs with monthly tuition charges (such as Special Education, and Transportation), you will see the actual number of students in the program for 2024/25 to assist you in estimating the enrollment for 2025/26. The program will do the calculations and update your homepage with the projected costs. **Please save your changes frequently as you are working on the schedule. Be sure to click save or save and exit when you are done.**

		2017-2018		2018-2019	
Level Five - District Based					
Children's Readiness Center	34	242.060	0	\$77,073.00	\$0.00
Individual Learning Academy @ Career Preparatory High School	34	244.090	0	\$36,476.00	\$0.00
Individual Learning Academy @ Center for Community Adjustment	34	241.090	0	\$36,476.00	\$0.00
Individual Learning Academy @ Iris Wolfson High School	33	219.090	0	\$36,476.00	\$0.00
Rosemary Kennedy School	36	232.070	0	\$77,073.00	\$0.00
Level Six 12:1:2					
Center for Community Adjustment - CCA	34	241.050	0	\$61,649.00	\$0.00
Center for Community Adjustment- CCA with Barry Tech	34	241.020	0	\$60,952.00	\$0.00
Seaman Neck	34	235.060	0	\$61,649.00	\$0.00

* Dir. Pg. = BOCES Directory of Services page number.
 For additional information:
 Barbara Longo at 516-396-2284 or blongqo@nasboces.org

- Each BOCES program has been entered into this web-based Letter of Intent. Those with unique fee structures have been programmed into the software so that if a subscription fee is required for a particular service, you must enter it before you will get to an editable field. An example of this can be seen on “CIT-4A” for Arts in Education where you must subscribe to the service before the additional services such as “Artists in Schools” field will become editable.

Arts in Education	Dir. Pg.*	BOCES Billing Code	District Budget Code	Subscribed	Fee	Service Provided	Subscribe	Fee	Projected Service Requested
T: Subscription N: D: Required for the following ser	25	403.500				\$3,500.00	No	\$3500.00	\$0.00
T: Artists in Schools N: Enter costs for all Arts in Edu D:	25	403.010				\$0.00			\$0.00
T: Orchestra Long Island Perfor N: D:	25	403.010				\$0.00			\$0.00
T: Nassau County Museum of A N: D:	25	403.010				\$0.00			\$0.00
T: Lincoln / Tilles Center Partnei N: D:	25	403.010				\$0.00			\$0.00
T: Student Festivals - NYSSMA, N: D:	25	403.010				\$0.00			\$0.00
T: District Participation Fees - N N: D:	25	403.010				\$0.00			\$0.00
T: Art League of Long Island N: D:	25	403.010				\$0.00			\$0.00

Only if you choose “yes” to subscribe will you be able to add dollar amounts to the services listed below.

- Career and Technical Education as you may know uses a three-year rolling average for billing purposes. We use the actual December enrollment to determine the average enrollment for billing. This means that for the 2025/26 fiscal year your district's average enrollment will be calculated using your district's actual December student enrollment for 2024, 2023 and 2022.

In the upper right-hand corner of the CTE page you will find that calculation in the box “Average Student Enrollment.” For budgeting purposes, you can go to the section below and enter the actual CTE Skills students that you expect, and the remainder will be automatically calculated, and that number will appear in the CTE Regular students’ line. Please note that the dual enrolled students (those students attending a Nassau BOCES Special Education program and a CTE program) are billed separately. You will find this in a separate section on this schedule.

Barry Tech, GC Tech and LIHSA Three-year average enrollment	Dir. Pg.*	BOCES Billing Code	District Budget Code	2024-2025			2025-2026		
				Average Student Enrollment			Average Student Enrollment		
Average Student Enrollment info Students enrolled in any of the Skills Programs will be billed at the Skills tuition rate.				67	\$0.00	\$0.00	64	\$0.00	\$0.00
Actual number of students									
Number of students sent info				55	\$0.00	\$0.00	0	\$0.00	\$0.00
						\$0.00			\$0.00

Average student enrollment

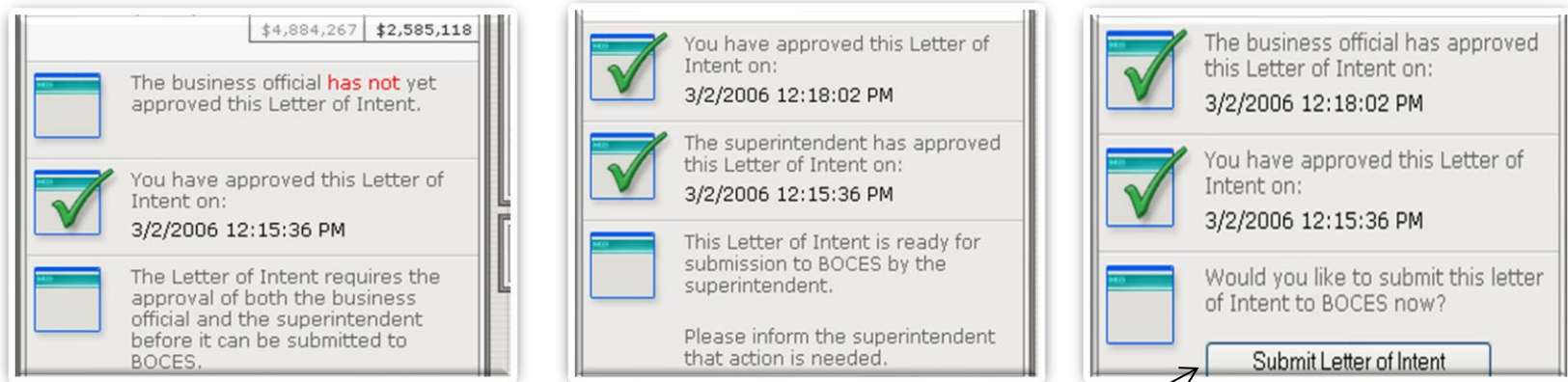
Budget for Average Barry Tech, GC Tech and LIHSA Student Enrollment	Dir. Pg. *	BOCES Billing Code	District Budget Code	2024-2025			2025-2026		
				Average Student Enrollment			Average Student Enrollment		
CTE Skills info Enter # of skill students only		102.010		9	\$26,439.00	\$237,951.00	0	\$27,576.00	\$0.00
CTE Regular info This number will be calculated automatically		107.010		58	\$15,046.00	\$872,668.00	64	\$15,693.00	\$1,004,352.00
				67		\$1,110,619.00	64		\$1,004,352.00

Enter # of skills students you expect to send here.

Once the number of skills students has been entered in the line above, the remainder from the Average Student Enrollment will automatically be calculated here.

Dual Enrollment Billed Separately	Dir. Pg. *	BOCES Billing Code	District Budget Code	2024-2025			2025-2026		
				December Student Enrollment	Tuition per Student	Service Provided	Projected Student Enrollment	Tuition per Student	Projected Service Requested
Dual Program - Regular info		107.010		0	\$7,268.00	\$0.00	0	\$7,581.00	\$0.00
Dual Program - Skills info		102.010		0	\$11,080.00	\$0.00	0	\$11,556.00	\$0.00
				0		\$0.00	0		\$0.00

- When you have completed signing up for services, there needs to be an approval by the Business Official and the Superintendent. Each one must approve the document before submission. **If either one of these individuals has approved the Letter of Intent, and changes are made after that approval, the checkmark noting approval will automatically be removed and the Letter of Intent must be reapproved.** After both the Business Official and the Superintendent have approved the Letter of Intent, the document is ready for electronic submission to Nassau BOCES.



Make sure you remember the final step – to submit Letter of Intent. It will not be complete until this step is done.

- After all, three steps of the approval process have been completed the Letter of Intent is finalized. It is no longer editable on the web by either the district or by BOCES and the pencil icon in the edit column is removed. All amendments must be made by email and must be approved by either the Superintendent or the Business Official. All revisions will then be posted to the “Amended Letter of Intent” and can only be revised by BOCES personnel.

Departmental Snapshot				
DEPT	VIEW	EDIT	2005-2006	2006-2007
Admin			\$653,447	\$658,062
CC			\$75,027	\$7,295
CIT-1			\$7,000	\$24,142
CIT-2			\$10,487	\$48,137
CIT-3			\$0	\$0
CIT-4			\$66,525	\$218,912
CIT-5			\$6,600	\$6,600
CIT-6			\$40,251	\$43,914
CIT-7			\$416,803	\$418,975
CIT-8			\$9,020	\$9,291
CIT-9			\$0	\$0
CTE			\$732,900	\$41,184
IA			\$64,501	\$53,406
IPAS			\$707,833	\$0
SE			\$1,651,935	\$1,020,950
SS			\$65,143	\$34,250
TS			\$376,795	\$0
			\$4,884,267	\$2,585,118

The business official has approved this Letter of Intent on:
3/2/2006 12:18:02 PM

You have approved this Letter of Intent on:
3/2/2006 12:15:36 PM

The Letter of Intent has been submitted to BOCES on:
3/2/2006 12:24:28 PM

Messages from BOCES

Recent Activity

DATE	NAME	TIER	DEPT	ACTION
3/2/2006 12:24:28 PM	js	SI		The Letter of Intent has been sent to BOCES
3/2/2006 12:24:28 PM	js	SI		The Letter of Intent has been sent to BOCES
3/2/2006 12:20:06 PM	js	SI		User has logged into the system.
3/2/2006 12:19:40 PM	js	BO		User has logged out of the system.
3/2/2006 12:18:02 PM	js	BO		User has approved the Letter of Intent.
3/2/2006	ic	BO		User has logged into

[View All Activity](#)

New Password: Confirm: [Change](#)

If you have any questions when preparing this document for submission or any other matters, please call Andrew Shainman at 516-396-2334 or Susan Pfeifer at 516-396-2318.