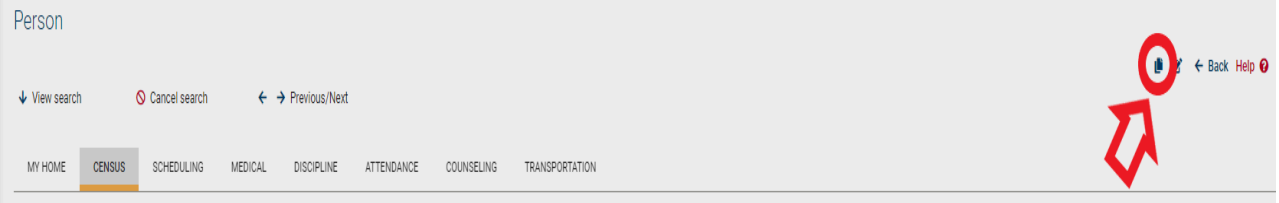
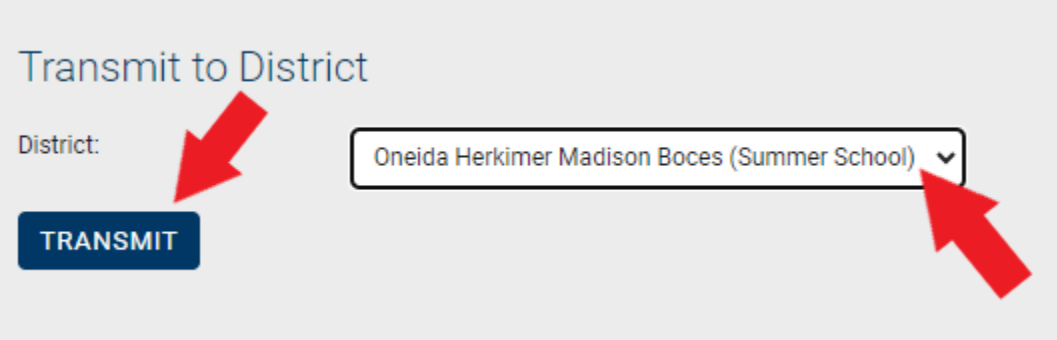
Summer School Registration Process

This quick guide will help you to successfully register your students for Summer School at BOCES. When completing the process, make sure to complete **ALL** fields.

1) Search for the student thru the Census Module in order for the Transfer Student Data icon to show.

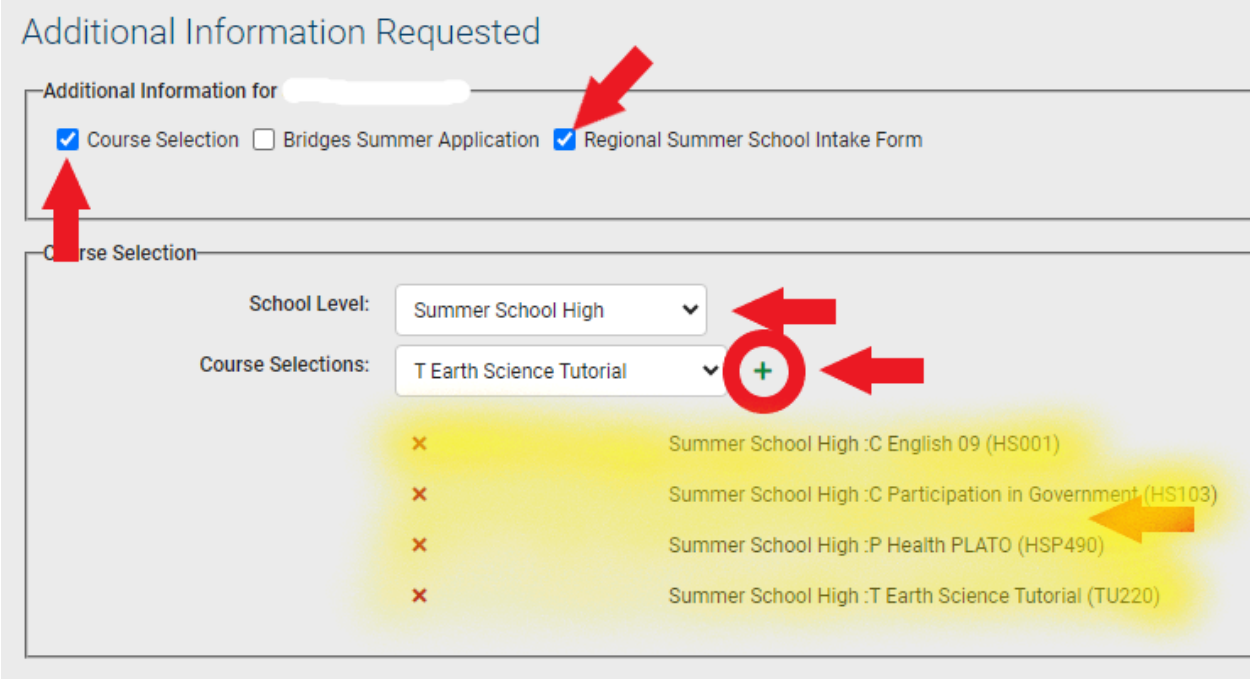


2) Click the Transfer Student Data icon to start the registration process. Transmit to District screen will appear. Make sure it says Oneida Herkimer Madison BOCES (Summer School) and click Transmit.



3) Once you click Transmit, the "Additional Information Requested" screen will appear. The Course Selection box will automatically be checked with a blue checkmark. You will need to check the Regional Summer School Intake Form box. The Course Selection AREA/BOX NEEDS TO BE COMPLETED.

- School Level: choose the appropriate school level appropriate for your student when clicking on the drop-down arrow.
- Course Selections: MAKE SURE TO CHOOSE A COURSE FROM THE DROP DOWN AND THEN CLICK THE . THIS WILL SHOW THE COURSE SELECTION CHOOSEN. IF THE COURSE DOESN'T APPEAR, MAKE SURE TO GO BACK AND CLICK THE .
- YOU WILL NEED TO CLICK THE GREEN PLUS AFTER EACH COURSE CHOSEN.

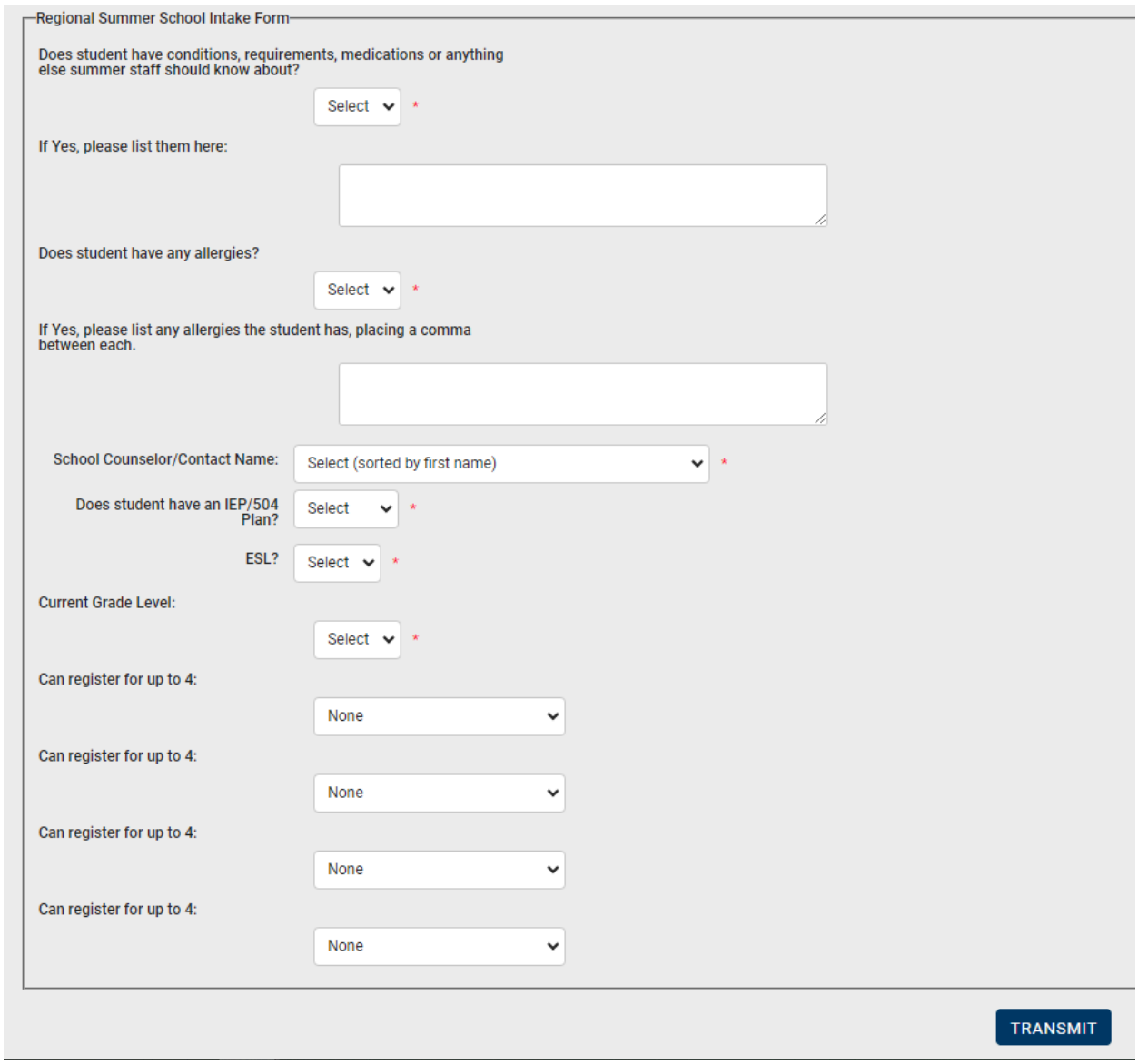


Note: if a student is registered and the course selection is left blank, the student will be deleted, you will be notified and will have to resubmit a new registration for the student.

Completing the Registration Form

It's imperative that you complete as much of the Regional Summer School Intake Form as possible that pertains to your students.

The fields that have an * next to them are required fields.



After you complete the registration form, click Transmit. This information is then transmitted to OHM BOCES Summer School SchoolTool.