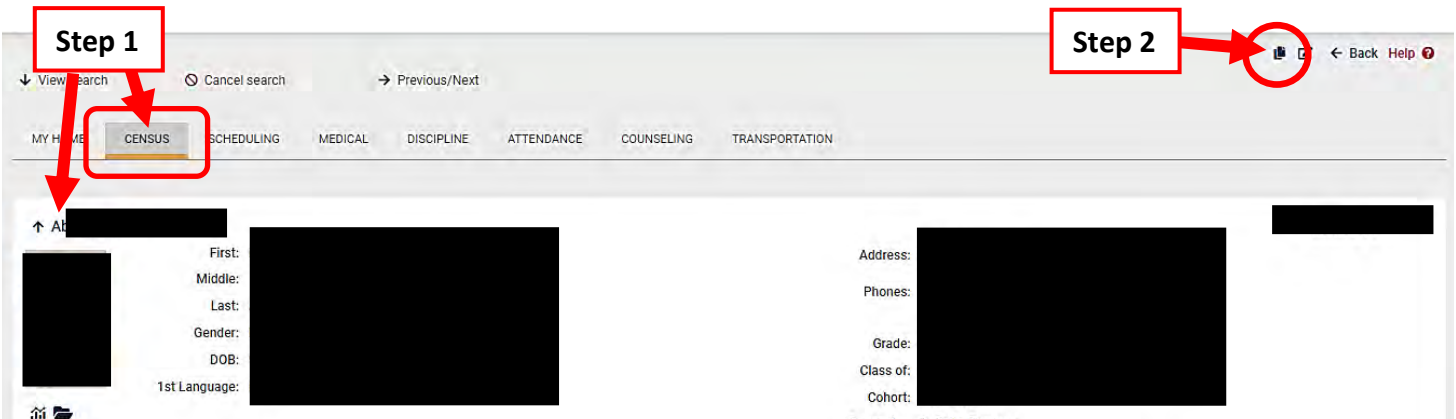


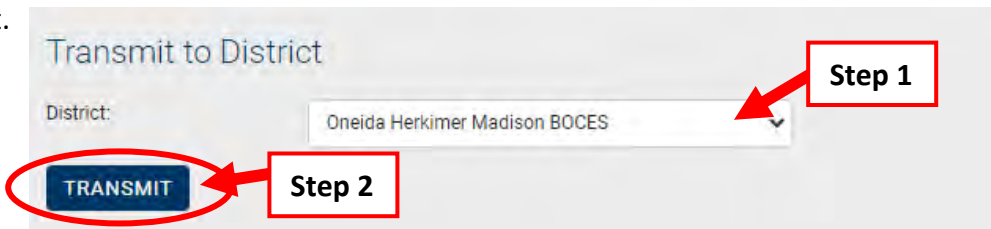
2026-2027 OHM BOCES CTE Registration Tutorial (SchoolTool Users)

Register a student using SchoolTool Transfer Student Data

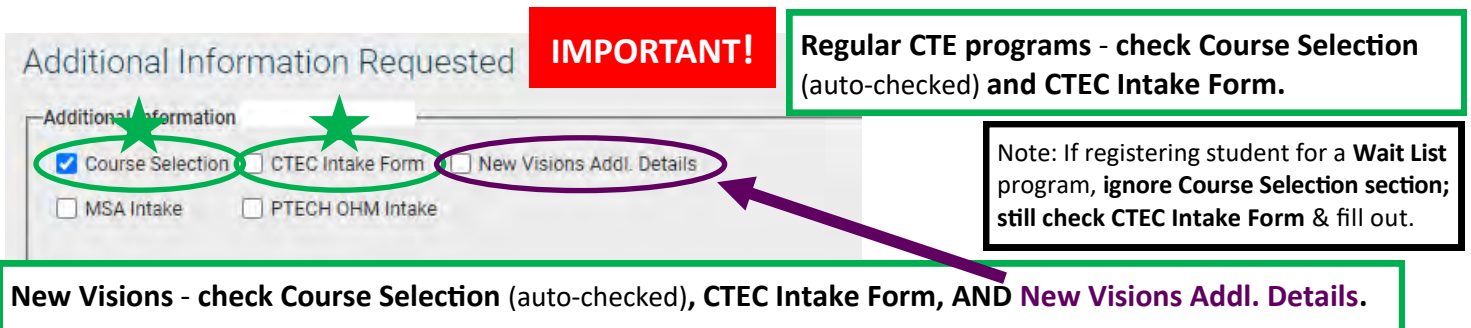
1. Go to student's SchoolTool record, click Census tab, then click the double paper icon in the upper right corner (Transfer Student Data).



2. In the TRANSMIT TO DISTRICT section (near bottom), select Oneida Herkimer Madison BOCES in "District:" dropdown, then click Transmit.



3. In the "Additional Information for" section, **2 boxes need to be checked for regular CTE programs; 3 boxes need to be checked for New Visions.** Checked sections and their fields will appear below "Additional Info...". **If required boxes are not checked and/or you have not filled out all applicable information, you will need to transmit the entire registration again!** Please double check your work to make sure it is accurate and complete.



Supply CTE **HARDCOPY** of the following documents:

- Medical Record (Send by end of this school year.)
- IEP or 504 Plan (When applicable. Send by end of this school year.)
- New Visions Essay (When applicable; attached to completed application.)

Send hardcopy through the courier to OHM BOCES CTE Main Office (Medical Record/IEP/504 Plan) and, if applicable, OHM BOCES CTE Guidance Office (New Visions Application Form and Essay).

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Course Selection

School Level: CTEC

Course Selections: Select One

Select CTEC in "School Level" dropdown, then select course (program) in the "Course Selections" dropdown, then click plus sign.

CTEC Intake Form

Does student have conditions, requirements, medications, or anything else the teacher should know about?

Select *

If Yes, please list here:

Does student have any allergies?

Select *

If Yes, please list any allergies the student has, placing a comma between each.

School Counselor Name: Select (sorted by first name) *

IEP/504 Plan: Select *

Economically Disadvantaged? Select *

English Language Learner? Select *

Behavioral Intervention Plan? Select *

Grade Level in Sept. 2023:

Days Absent to Date in this School Year:

Diploma Track: Select *

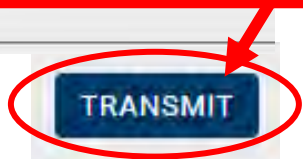
Cumulative GPA:

First Year Entered Grade 9: Select *

Living Environment Regents Score (Nursing Assistant only):

Fields with an asterisk are required; however, fill out ALL applicable fields for that student. If Yes is indicated for "Does student have conditions...?" and/or "Does student have any allergies?", you cannot leave subsequent "If Yes,..." blank.

See "New Visions Addl. Details" section and other notes on page 3.



2026-2027 OHM BOCES CTE Registration Tutorial (SchoolTool Users)

The screenshot shows a registration form titled "New Visions Addl. Details" with the following fields:

- English 11 Grade to Date:
- Regents ELA Score/Final Exam:
- Regents Algebra I Score/Final Exam:
- Regents Algebra II Score/Final Exam:
- Regents Geometry Score/Final Exam:
- Regents Earth Science Score/Final Exam:
- Regents Living Environment Score/Final Exam:
- Regents Global History Score/Final Exam:
- Regents U.S. History Score/Final Exam:

Callout boxes provide the following instructions:

- Top box:** This section should be checked in "Additional Information..." for New Visions students only.
- Middle box:** Note: Please **print** **New Visions Application Form** found at www.oneida-boces.org/cteregistration, **fill out form, attach student's New Visions essay, and send to OHM BOCES CTE Guidance Office.**
- Bottom box:** **New Visions registration**—when you have finished filling out all applicable fields in **Course Selection, CTEC Intake Form, and New Visions Addl. Details** sections, click Transmit here.

The **TRANSMIT** button at the bottom right is circled in red, with a red arrow pointing to it from the bottom box.



If anything needs to be changed after you have transmitted or if you did not check all the appropriate boxes in the "Additional Information for" section and filled out completely, you must TRANSMIT the entire transfer again.

If student has two or more transfer registrations, older versions will be deleted.

Please include ALL information in every transfer registrations.

Note: **WAIT LIST** does not open at beginning of registration process; it is turned on when programs start to be filled to capacity.

Wait List program selection dropdown will show in "CTEC Intake Form" section.

Again, if registering student for a **Wait List** program, in the "Additional Information..." section,

check CTEC Intake Form & fill out; ignore Course Selection section (do not add a course selection).