

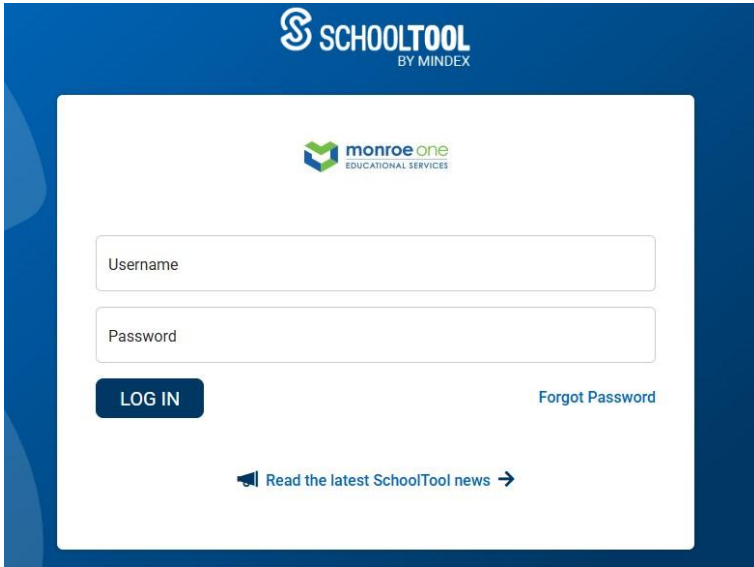
# Cooperative Summer School

## Counselor Registration (Prior to July 1, 2026)

### Step 1: Login

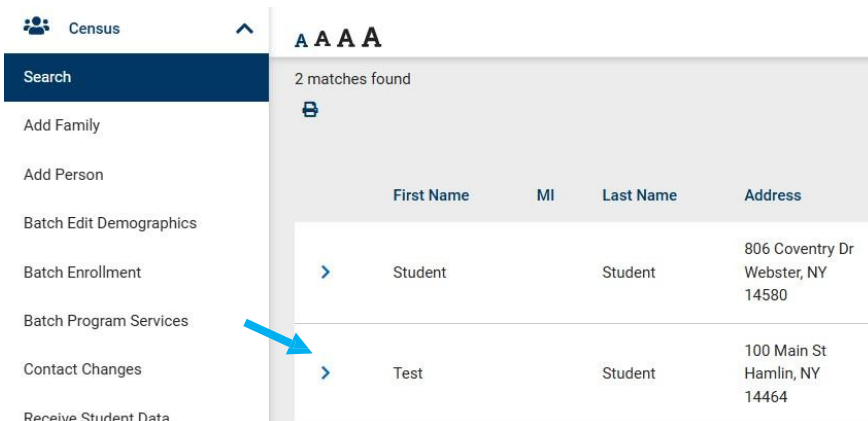
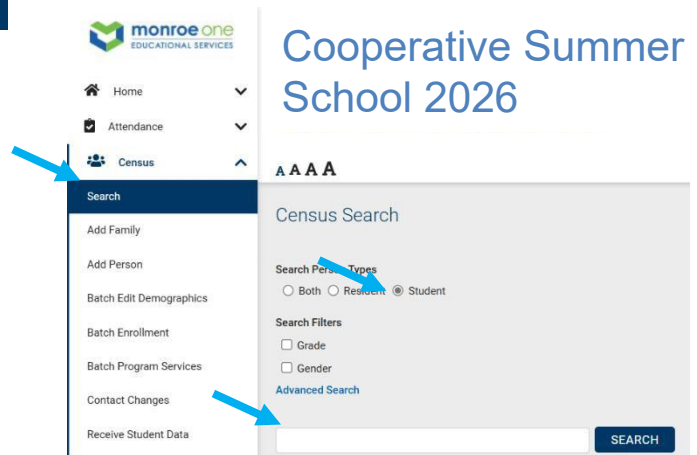
School Tool login information:

- **Enter your Username** – Home district email address
- **Enter your Password** – Emailed to you from SchoolTool (can be changed once you are logged in)



### Step 2: Find your student

- Select the Census module in the left menu
- Make sure the Person Type indicates you are searching for a "Student"
- Enter the student's last name in the search bar and click "Search"
- Matches will show beneath your search. Find your student and click the > to the left of their name

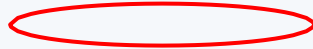


\*If your student is not in SchoolTool, please complete a Registration form and send it to the West Irondequoit or Pittsford summer school email address on our website.

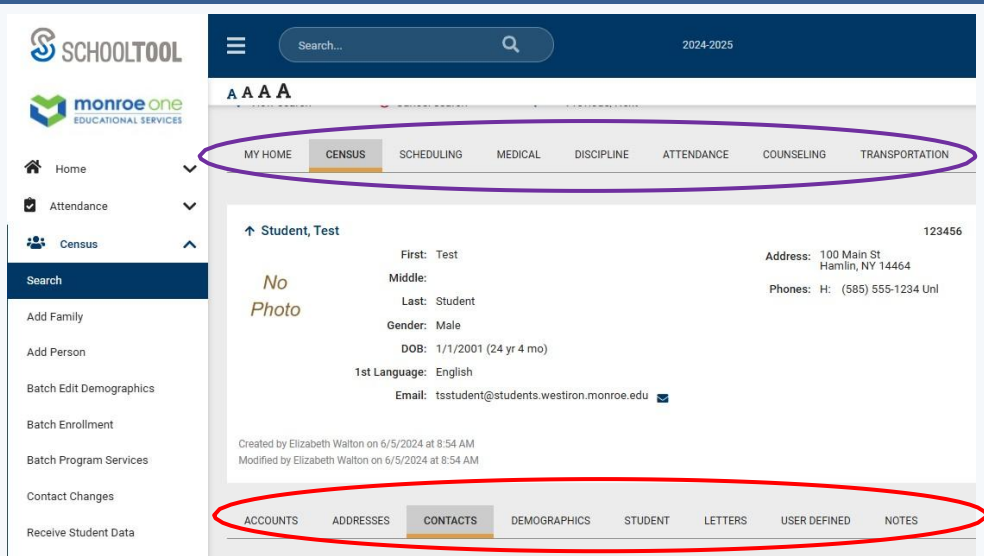
Students will have two sets of menu options:



- Attendance information




- Demographics
- Enrollment

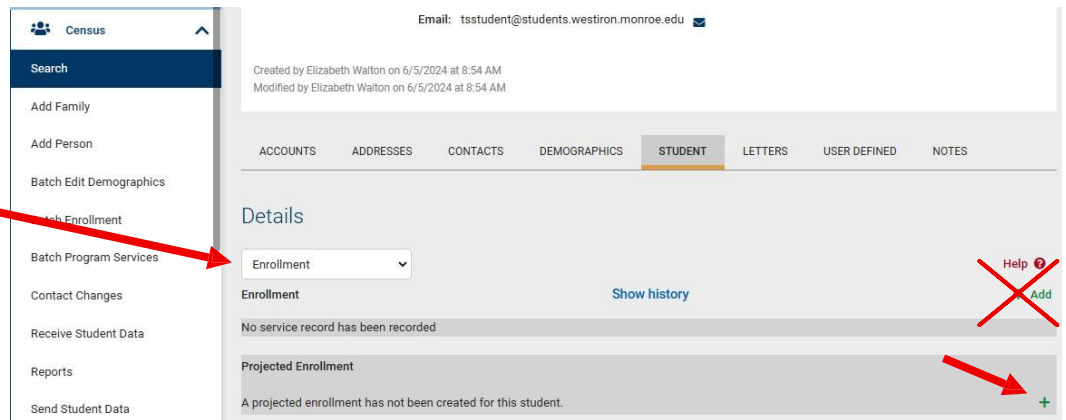


Verify student information is correct (i.e. DOB, address, email,...). If a change/update is needed, please directly email the summer school site including the student's name.

### Step 3: Enroll your student into Cooperative Summer School

- From the  menu, select **Student** tab
- In the **Projected Enrollment** (not Enrollment) box, click the +

\*Note that you are in the enrollment section of this module. You will use this drop down for Steps 4 and 5.



**Projected Enrollment**

Enrollment:  School Year:  1 8

Start:  2  Auto Start 3 Date Registered:  4

Provider:    5

Is Placed  Include in Rank

Grade:  6 Alternate Reported Grade:

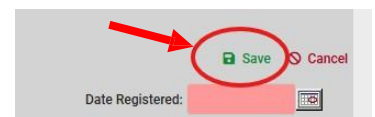
Class of:   Homeroom:

Counselor:  Diploma:


Special Education Race:

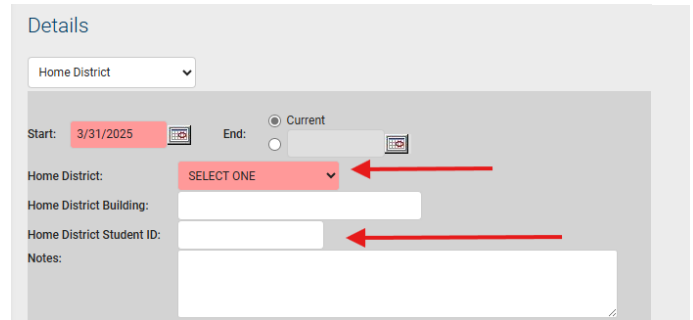
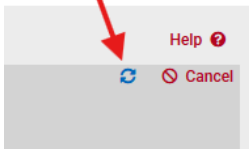
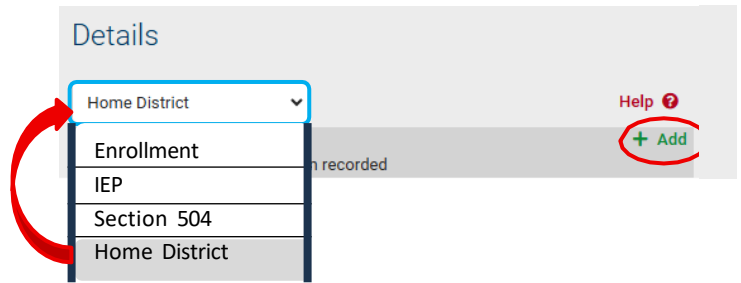
Exit reason for current enrollment:  7

1. Enter school year (2026-2027)
2. Enter Start Date as 7/1/26
3. Click the "Auto Start" button
4. Enter Date registered (today)
5. Select in the first dropdown, either Dake Middle School or Pittsford Sutherland High School
6. Select grade level for the upcoming year
7. Select "Completed Grade" for Exit Reason
8. **SAVE**




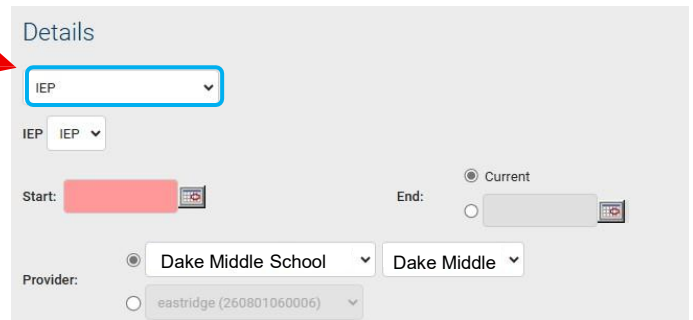
#### Step 4: Provide Home District Information

- In the dropdown under Details, change from Enrollment to **Home District**
- Click **+ Add**
- Select your Home District from the dropdown menu.
- Enter the **Home District Student ID** (important for Regents reporting)
- Click  to save.




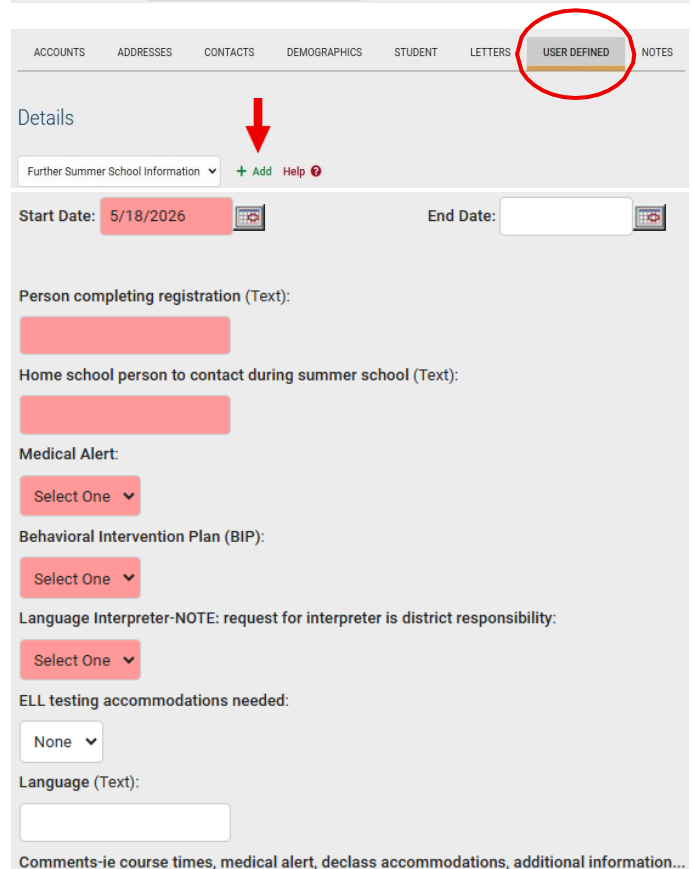
#### Step 5: (Only if) Students with IEPs or 504s

- Return to the Enrollment dropdown under Details
- Select **IEP** or **Section 504**. Then Select **+Add**
- Enter a start date of 7/1/26.
- Select in the first dropdown, either Dake Middle School or Pittsford Sutherland High School
- Click  to save.





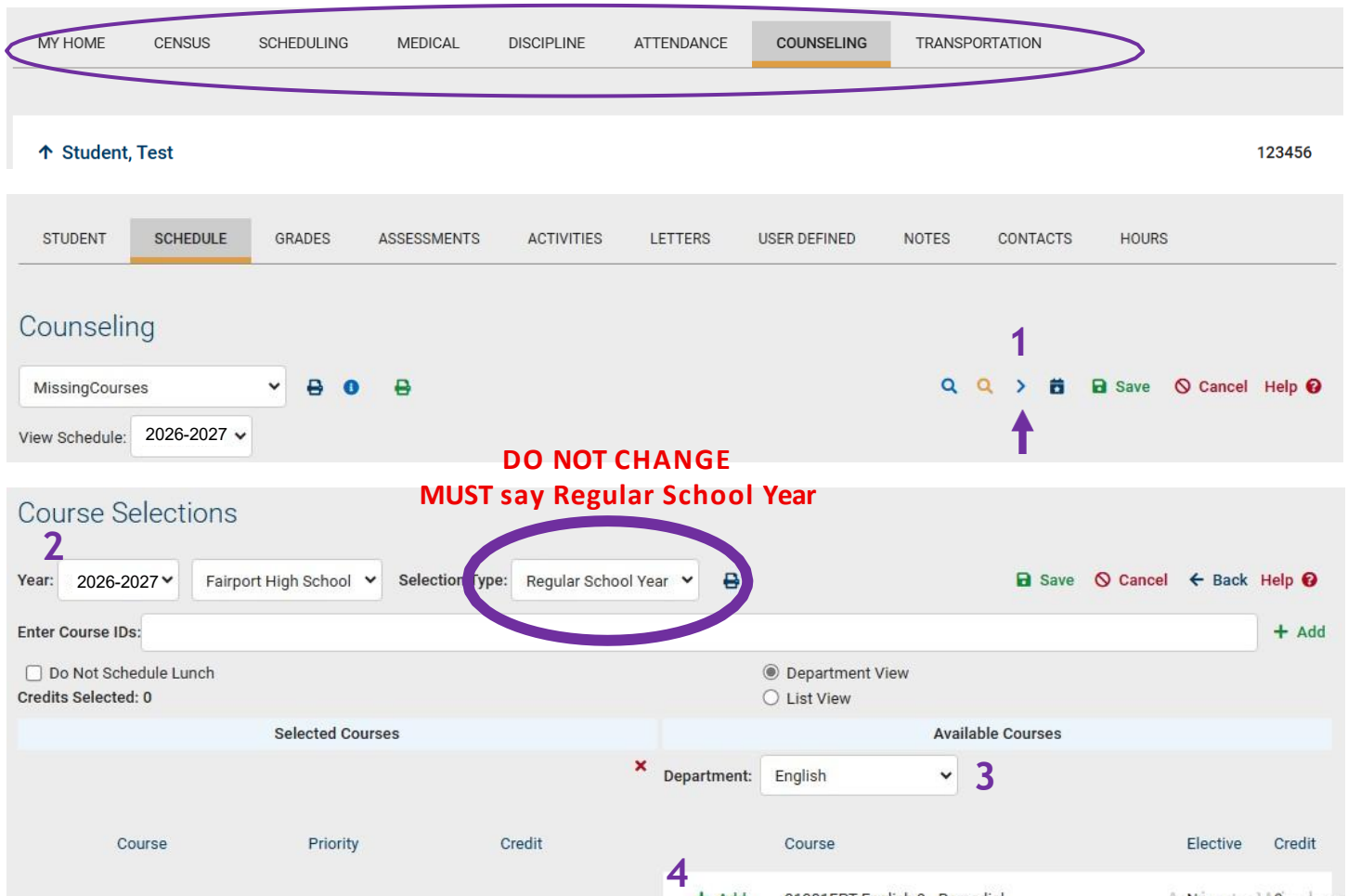
#### Step 6: Additional Information Needed

- From the  menu (see previous page), select **User Defined** tab and **+Add**
- Indicate who is completing the registration
- Indicate a district contact who can answer questions regarding this student during summer school
- Medical Alert (Yes/No. If yes, add comments below)
- Behavioral Intervention Plan (Yes/No. If yes, add comments below and email summer school)
- Language Interpreter (Yes/No)
- ELL testing accommodations (add accommodations below)
- Language
- Type Course Comment (i.e. Needs period 1...)
- Save.



## Step 7: Course Selection

- From the  menu, select **Counseling** tab
- 1. Click on >
- 2. Select school year 2026-2027
- 3. Choose the Academic Department in the Dropdown menu.
- 4. Find the course you wish to select and click **+Add**.
- Repeat as needed
- Save 

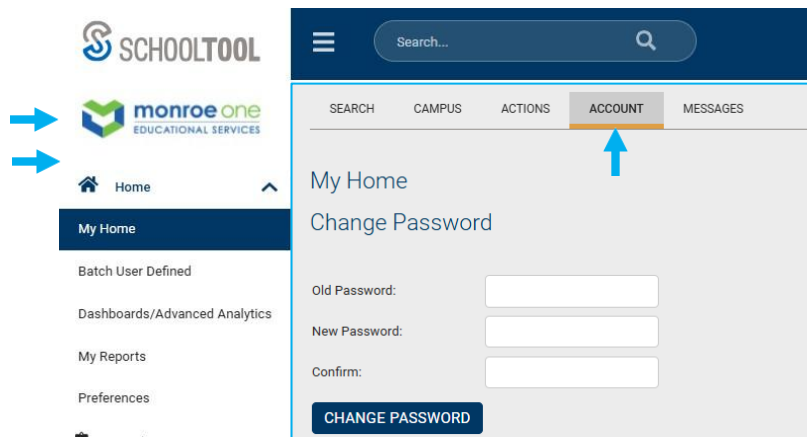


The screenshot shows the SchoolTool interface. At the top, a navigation bar includes 'MY HOME', 'CENSUS', 'SCHEDULING', 'MEDICAL', 'DISCIPLINE', 'ATTENDANCE', 'COUNSELING' (highlighted with a purple oval), and 'TRANSPORTATION'. Below this, the 'Counseling' section is active, showing a 'MissingCourses' dropdown and a 'View Schedule' dropdown set to '2026-2027'. A purple arrow labeled '1' points to the right navigation arrow '>'. Below the 'Counseling' section is the 'Course Selections' area. It features a 'Year' dropdown set to '2026-2027', a school dropdown set to 'Fairport High School', and a 'Selection Type' dropdown set to 'Regular School Year' (circled in purple). A red text overlay reads 'DO NOT CHANGE MUST say Regular School Year'. To the right of the 'Selection Type' dropdown is a purple arrow labeled '2'. Below this, there are checkboxes for 'Do Not Schedule Lunch' and 'Department View' (selected), and a 'Credits Selected: 0' indicator. A table with two columns, 'Selected Courses' and 'Available Courses', is visible. The 'Available Courses' column shows a course '01001EPT English 9 Remedial' with a purple arrow labeled '3' pointing to its 'Department' dropdown set to 'English'. At the bottom of the table, a purple arrow labeled '4' points to the '+ Add' button.

## Change Password (optional)

Home > My Home > Account tab

- Enter your initial password in "Old Password".
- Enter your new password in "New Password".
- Reenter this in "Confirm".
- Click "Change Password" button



The screenshot shows the SchoolTool interface. On the left, a sidebar menu includes 'Home', 'My Home', 'Batch User Defined', 'Dashboards/Advanced Analytics', 'My Reports', 'Preferences', and 'Attendance'. The 'My Home' tab is selected. On the right, the 'Account' tab is active, showing a 'Change Password' form. The form has three input fields: 'Old Password:', 'New Password:', and 'Confirm:'. A blue arrow points to the 'ACCOUNT' tab in the top navigation bar. At the bottom of the form is a 'CHANGE PASSWORD' button.

## Cooperative Summer School Registration Check List

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Verify Student Information**
- Verify Parent Information** (Primary Contact)
- Create **Projected Enrollment** (2026-2027)  
(Grade entering in the fall)
- Provide **Home District Information**  
(Include Student ID Number)
- Complete **IEP/504** if appropriate.
- Additional Information**
  - District Contact
  - Medical
  - Language
  - Comments
- Select Courses**  
(Use: Regular School Year)

Completed: \_\_\_\_\_

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