Cooperative Summer School

Counselor Registration

(Prior to July 2, 2025)

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)

Username Password LOG IN Forgot Password	SCHOOLTOOL BY MINDEX	
Username Password LOG IN Forgot Password Read the latest SchoolTool news		
Password LOG IN Forgot Password Read the latest SchoolTool news	Username	
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😤 Home	 	

🐣 Census

Search

Add Family

Add Person

Batch Edit Demographics

Batch Program Services

Batch Enrollment

Contact Changes

Receive Student Data

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Census Search

Studen

SEARCH

Search Pers. Types

○ Both ○ Res

Search Filters

Grade

Gender

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 Late Registration form and send it to the East Irondequoit or Fairport summer school email address on our website.

Students will have two sets of		= Search Q 2024-2025
menu options:	SCHUULIUUL	
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	Attendance V	
Attendance information	😩 Census 🔨	
	Search	No Middle: Phones: H: (585) 555-1234 Unl
	Add Family	Photo Last: Student Gender: Male
	Add Person	DOB: 1/1/2001 (24 yr 4 mo)
	Batch Edit Demographics	1st Language: English Email: tsstudent@students.westiron.monroe.edu ⊠
	Batch Enrollment	
	Batch Program Services	Created by Elizabeth Walton on 6/5/2024 at 8:54 AM Modified by Elizabeth Walton on 6/5/2024 at 8:54 AM
Demonstration	Contact Changes	
 Demographics 	Receive Student Data	ACCOUNTS ADDRESSES CONTACTS DEMOGRAPHICS STUDENT LETTERS USER DEFINED NOTES
 Enrollment 	1	

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 +

	😩 Census 🥆			Email: tsstudent@students.westiron.monroe.edu 🥃						
	Search Add Family	Created by Elizabeth Walton on 6/5/2024 at Modified by Elizabeth Walton on 6/5/2024 a	t 8:54 AM at 8:54 AM							
	Add Person	ACCOUNTS ADDRESSES CO	ONTACTS	DEMOGRAPHICS	STUDENT	LETTERS	USER DEFINED	NOTES		
*Note that you are in the	Batch Edit Demographics	Details								
enrollment section of this	Batch Program Services	Enrollment V						🔪 Help 🕑		
module. You will use this	Contact Changes	Enrollment		Show	w history			Add		
drop down for Steps 4 and 5.	Receive Student Data	No service record has been recorded								
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Designed Facilly ont	Send Student Data									
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Enrollment: Regional Summer School Enrollment V School	l Year: 2025-2026 ¥	Save 🛇 Cancel	2.	Enter Sta	art Date	as 7/1	./25			
Start: 7/1/2025 Auto Start	Date R	egistered: 6/3/2025	3.	Click the	e "Auto S	Start" k	button			
East Irondequoit Middle School El Provider:	Middle School 👻		4. 5	Enter Da	ite regis	sterea (et drong	today) down oit	hor		
O eastridge (260801060006) 🗸 🎽			5.	Fast Iron	ndequoi	t Midd	le School	(Site 1)		
Is Placed Include in Rank				or Fairpo	ort High	Schoo	l (Site 2)			
Grade: 9 Y 6 Alternate Reported G	irade: N/A	×	6.	Select gi	ade lev	el from	n previous	s year		
Class of: 2028-2029 V None V Homeroom: NONE	•		7.	Select "(Complet	ted Gra	ide" for E	xit		
Counselor: NONE V Diploma: Undeclar	red 🗸			Reason						
Special Education Race: White	~		8.	SAVE						
Exit reason for current enrollment:		7				ata Desistaria	Save	S Cancel		
Completed grade		~			D	ate Registere	:u:			

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	Home District Help @ Enrollment IEP Section 504 Home District Details Imme District Section Sold Home District Section Sold Imme District Section Sold Imme District Section Sold Home District Imme District Section Net: Section Sold Imme District Imme District Student ID: Note:
 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 7/1/25 Select in the first dropdown, either East Irondequoit Middle School (Site 1) or Fairport High School (Site 2) Click Context Contex	Details IEP V IEP V Start: End: © Current © East Irondequoit Middle School V Provider: eastridge (260801060006) V
 Step 6: Additional Information Needed From the menu (see previous page), select User Defined tab and +Add Indicate a district contact who can answer questions regarding this student during summer school Indicate whether a language interpreter is needed If language interpreter, enter the language needed Type Course Comment (i.e. Needs period 1) Save 	ACCOUNTS ADDRESSES CONTACTS DEMOGRAPHICS STUDENT LETTERS USER DEFINED NOTES Details Further Summer School Information + Add Help Start Date: 5/27/2025 End Date: District Summer School Contact (Text): Language Interpreter: Course Comments (Text):

Step 7: Course Selection

- From the _____ menu, select Counseling tab
- 1. Click on >
- 2. Select school year 2025-2026
- 3. Choose the Academic Department in the Dropdown menu.
- 4. Find the course you wish to select and click +Add.
- Repeat as needed
- Save 🔒 Save

MY HOME CENS	SUS SCHEDULING	MEDICAL	DISCIPLINE AT	TTENDANCE	COUNSELING	RANSPORTATION	>			
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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

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	SEARCH CAMPUS AC	CTIONS ACCOUNT	MESSAGES
Home	My Home	1	
My Home	Change Password		
Batch User Defined	Old Password		
Dashboards/Advanced Analytics	New Password:		
My Reports	Confirm:		
Preferences	CHANGE PASSWORD		
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