

## SUMMER SCHOOL REGISTRATION

This is a screen shot of the SchoolTool log in page for Summer School.

**Username** = your home district email address

**Password** = the one that was emailed to you from SchoolTool (this can be changed once you have logged in)



# 2024 REGIONAL SUMMER SCHOOL

7/10/2024-8/20/2024

LOGIN

Homedistrict email address

USERNAME

.....

PASSWORD

LOGIN

[New User or  
Forgot password?](#)



To change your password.

Home module > My Home > Accounts tab

My Home

Change Password

Old Password:

New Password:

Confirm:

**CHANGE PASSWORD**

Whenever you see the help icon  click on it, and it will give examples, and explanations, and at times a video

## CENSUS Module

To narrow the search for student names

Search Person Types

Both  Resident  Student

Search Fields

All  Name

Type in the student last name and hit search

Fabrication

SEARCH

In the student record, click on the Student tab STUDENT

Click on the green plus sign to add a projected enrollment

Projected Enrollment

A projected enrollment has not been created for this student.



The fields to fill out

- School Year = 2024-2025
- Start date = **July 1, 2024**
- Check the "Auto Start" box to the right of the date
- Date registered = today's date (**pink boxes** are **required** fields)
- Select a building. Site 1 is hosted at East Irondequoit. Site 2 is hosted at Rush-Henrietta (the cooperative summer school site has a list of districts, and which summer school site they will attend)
- Grade = 2023-2024 grade level
- Exit reason = Completed Grade

Enrollment: Regional Summer School Enrollment School Year: 2024-2025

Start: 7/1/2024  Auto Start Date Registered: 5/29/2024

Provider:  Site 1 High School  Placeholder (888888888800)

Is Placed  Include in Rank

Grade: 9 Alternate Reported Grade: N/A

Class: 2027-2028 None Homeroom: NONE

Counselor: NONE Diploma: Undeclared


Special Education Race: White

Exit reason for current enrollment: Completed grade



Click on  to save

If the student has either an IEP or 504, please continue, if not, jump to entering a home district


From the drop down menu > Select either IEP or Section 504

IEP 

No service record has been recorded

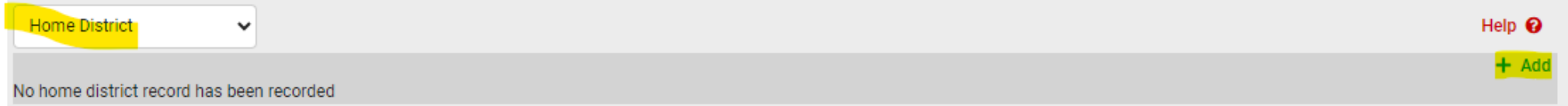
Help  

Click on the green add plus sign

- Start date = **July 1, 2024**
- Select a building. Site 1 is hosted at East Irondequoit. Site 2 is hosted a Rush-Henrietta
- Click on  to save

The same steps apply to entering Section 504.

From the drop down menu > Select Home District




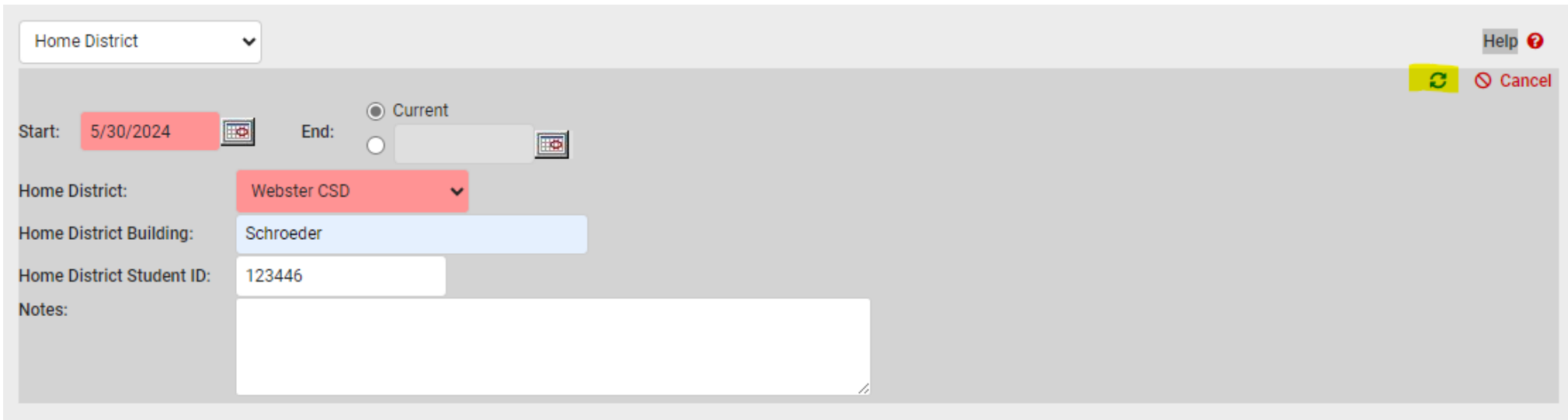
Home District

No home district record has been recorded

+ Add

Click on the green add plus sign

- Select the home district from the drop down menu
- For districts with more than one high school or middle school, designate that home district building
- Enter the home district Infinite Campus student id
- Click on  to save



Home District

Help ?

Refresh Cancel

Start: 5/30/2024 End:  Current

Home District: Webster CSD

Home District Building: Schroeder



Home District Student ID: 123446






Notes:



Click the user defined tab

USER DEFINED

Select Further Summer School Information

- Click on  Add
- The required fields are the summer contact, and the 2023-2024 grade level.
- The language interpreter, and met lab requirements are yes and no questions.
- The course comments are optional.
-  Save when completed

Further Summer School Information   Save  Cancel  Help 

Start Date:   End Date:  

Summer Contact (Text):

2023-2024 Grade Level (Integer):

Language Interpreter:

Language (Text):

Met lab requirements:

Course Comments (Text):

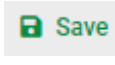
COUNSELING

Click on the Counseling tab

Click on the blue sideways arrow >

School Year = 2024-2025

Pick an academic department from the drop down menu > Click on + Add next to the corresponding course > Repeat as necessary

When all courses have been selected > 

Credits Selected: 0 List View

Selected Courses			Available Courses			
Course	Priority	Credit	Course	Elective	Credit	
			Department: English			
✗ 01003RG English Language Arts - Regents Exam		0	+ Add 01001 English 9 - Remedial	No	0	
✗ 01003RV English Language Arts - Review		0	+ Add 01002 English 10 - Remedial	No	0	
✗ 04052RG Global History & Geography II - Regents Exam		0	+ Add 01003 English 11 - Remedial	No	0	
			01003RG English Language Arts - Regents Exam	No	0	