

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

In the student record, click on the Student tab

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
- If the date registered is blank, put in today's date
- Select a building. Site 1 is hosted at East Irondequoit. Site 2 is hosted a Rush-Henrietta
- 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 (88888888800)

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 UDS (user defined screen)


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

IEP 

No service record has been recorded

Help   Add

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 a Section 504.



USER DEFINED

Click the user defined tab

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):

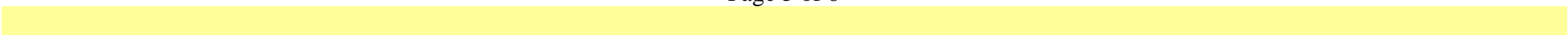
2023-2024 Grade Level (Integer):

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

Pcik 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 > Save

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