

BOCES Portal *for*
Tuition District Counselor
User Guide
v. 2.9.8



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Overview

The eSchoolData BOCES Portal allows BOCES Centers and home school districts to seamlessly exchange student applications and information. Tuition District Counselors will have the ability to view applications from parents and upload any required forms before submitting the application to the BOCES.

Tuition District Counselors will also have the ability to view the performance of their students at the BOCES Center through the Student Portal. The tabs and available information are controlled by the BOCES Portal Administrator during the Setup phase.

Initial Login

To access the BOCES Portal Login, enter the URL provided by the regional BOCES to which your District subscribes.

The URL will be similar to this example: <https://XXXX.eschooldata.com/BOCES>.

Enter your Username and Password in the specified fields and click **Log On**. Usernames and Passwords for the BOCES Portal will be provided by the regional BOCES.

The user will be brought to the **Tuition District Counselor Home Page**, which defaults to the **Applications** tab. The Tuition District Counselor's username will be displayed in the top right corner of the page. Click **Help** to open an electronic copy of this User Guide.

Form	First Name	Last Name	Id Number	Grade Level	Gender	Entered	Status	Last Modified
BOCES Application	John	Tavares	04589			Mon, Jun 25, 2:09 pm	Pending	Mon, Jun 25, 2:09 pm
BOCES Application	Eli	Manning	000021527			Mon, Jun 25, 2:06 pm	Pending	Mon, Jun 25, 2:06 pm
BOCES Application	Vanessa	Huxtable	000021525			Mon, Jun 25, 2:04 pm	Pending	Mon, Jun 25, 2:04 pm

Note:

The material presented in this guide assumes the user has a basic familiarity with the eSD® System.

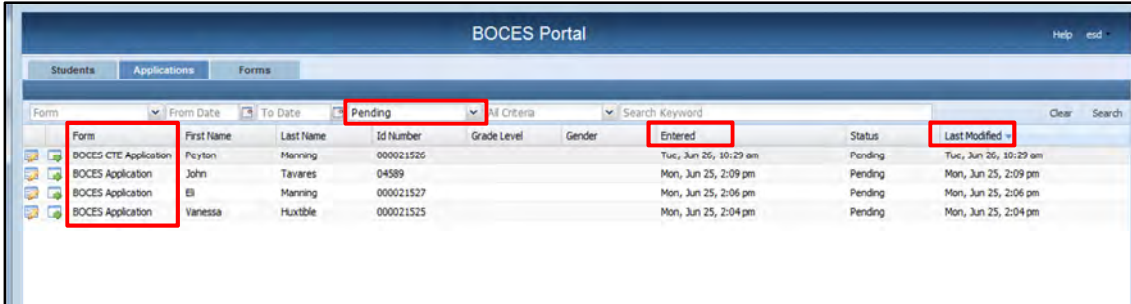
For information on how to access the system or perform basic user functions, please refer to the **Getting Started User Guide**.

Note:

Each regional BOCES will be required to make their URL unique, to ensure that the students' applications are submitted to the correct BOCES.

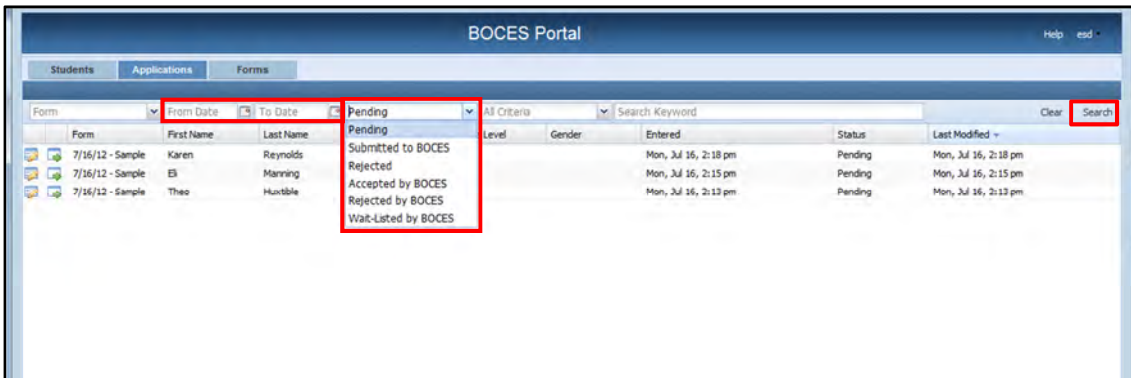
Applications Tab

The **Applications** tab will display the Pending Applications by default. Each application will display the date it was created by the parent/guardian, the type of form submitted, and the date it was last modified.

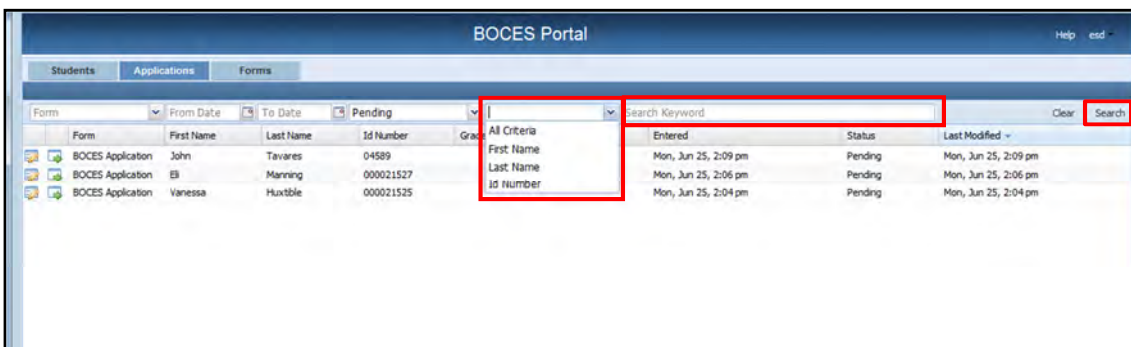


Applications are grouped by their **Application Status**: Pending, Submitted to BOCES, Rejected, Accepted by BOCES, Rejected by BOCES and Wait-Listed by BOCES.

Select the desired Application Status then click **Search**. The **From Date** and **To Date** fields can be used to provide an additional level of filtering.



Users can also filter by **Search Criteria**: All Criteria (default), First Name, Last Name, or ID Number. Select the **Search Criteria** category, enter the Search Criteria in the **Search Keyword** field, and click **Search**.



The **Application Status** definitions are provided on the following page.

Pending – The application has been submitted by the parent/guardian, but has not been submitted to the BOCES District. The application is typically awaiting review by the Tuition District Counselor.

Submitted to BOCES - The application has been successfully submitted by the Tuition District Counselor, but no decision has been made by the BOCES District.

Rejected –The application was rejected by the Tuition District Counselor due to insufficient information.

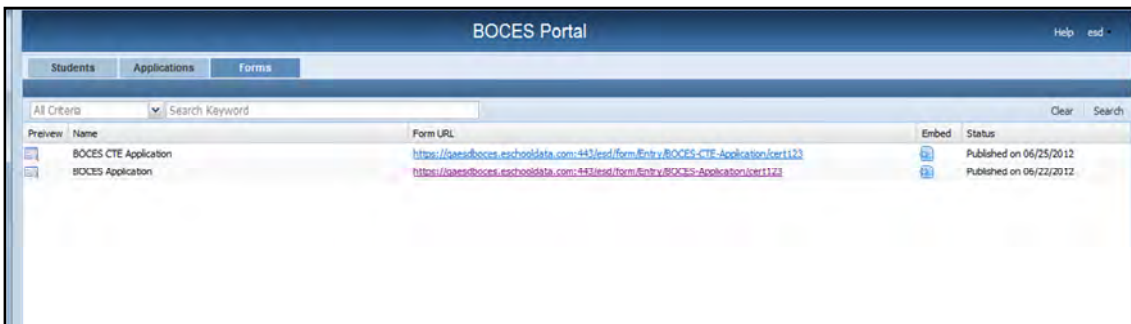
Accepted by BOCES - The application has been successfully submitted by the Tuition District Counselor, and has been accepted by the BOCES District.

Rejected by BOCES - The application has been successfully submitted by the Tuition District Counselor, and has been rejected by the BOCES District.

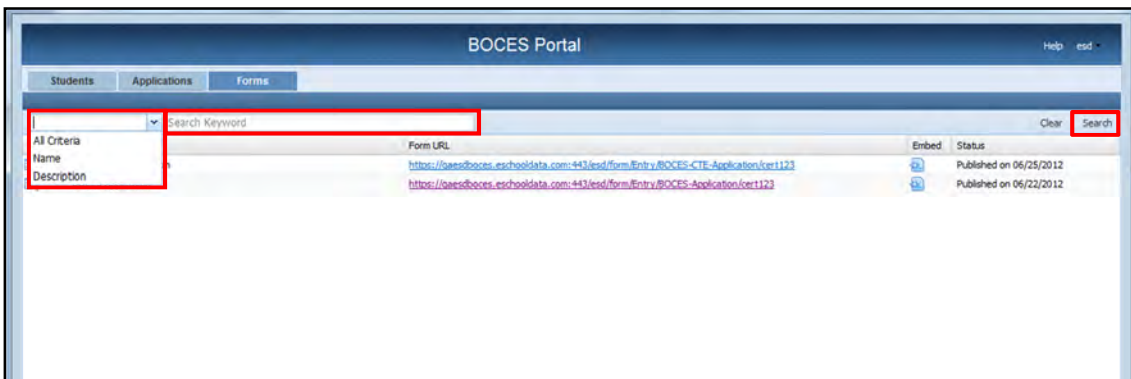
Wait-Listed by BOCES - The application has been successfully submitted by the Tuition District Counselor, and has been wait-listed by the BOCES District for re-submission.


Forms Tab

The **Forms** tab contains all available applications to be used in registering new and existing students into the BOCES District.



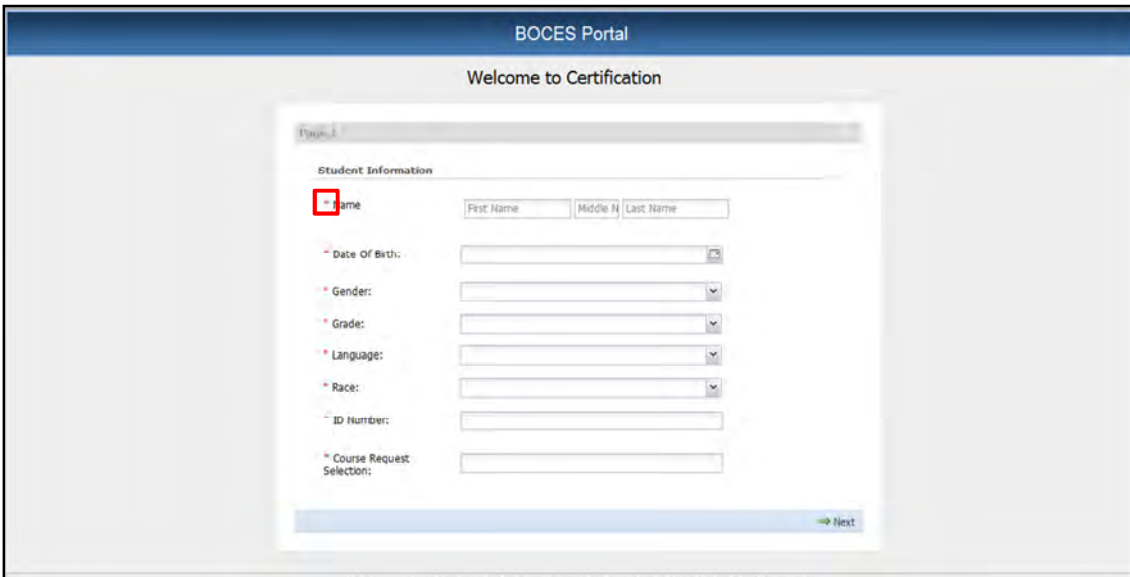
Users can filter the Forms by **Search Criteria**: All Criteria (default), Name, or Description. Select the **Search Criteria** category, enter the Search Criteria in the **Search Keyword** field, and click **Search**.



Tuition District Counselors can also view the form by selecting the **Preview icon** .



Preview displays the form as a parent/guardian would see it.




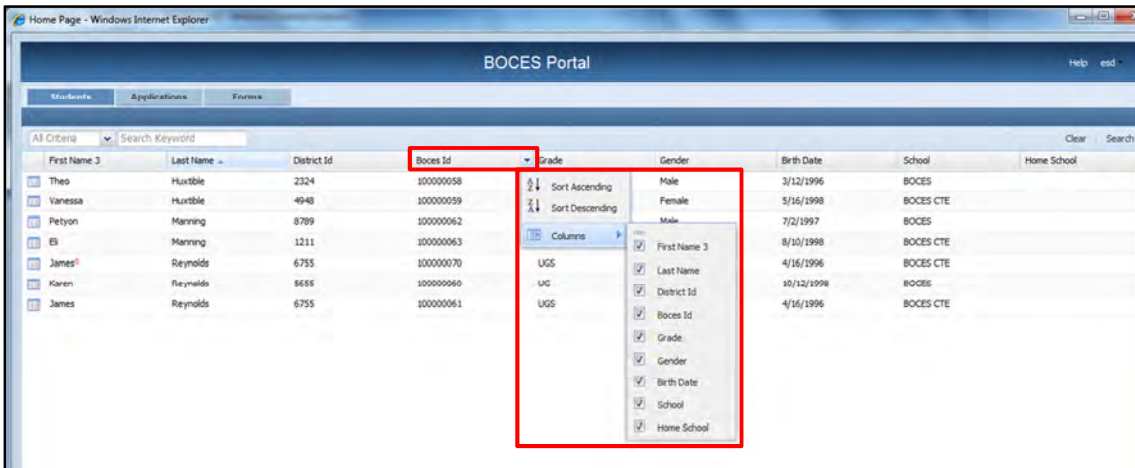
Note:
Required fields display a red asterisk * before the Field Name.

Students Tab

The **Students** tab displays a list of all students currently enrolled in the BOCES. Tuition District Counselors can search for specific students based on the criteria in the drop down menu.



Hover over a column heading to display its **drop-down menu icon** . Counselors can **Sort** the column in **Ascending** or **Descending** order. Click or hover over **Columns** to access the sub-menu and check/uncheck the column(s) to display/hide the columns on the page.

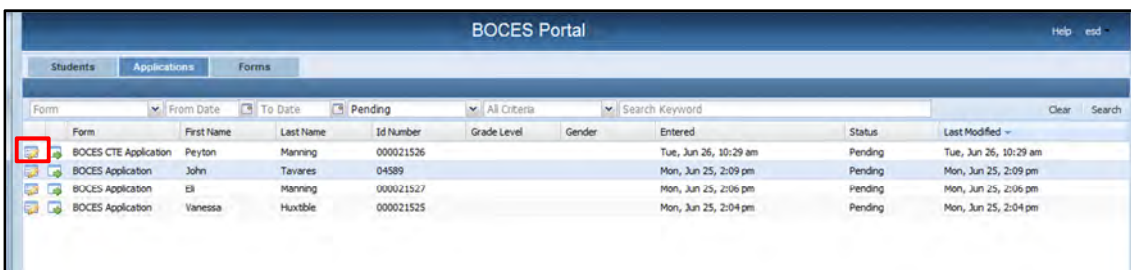



The **Column Layout** can be re-ordered using drag-and-drop, in a manner similar to an Excel spreadsheet. The arrows show where the dragged column heading will be placed upon release of the mouse button.



Review Student Application

Click the **Edit icon**  next to the student's application on the list of Pending applications.



Depending on the policies of the BOCES District, specific application fields may be hidden from the parent/guardian view. These fields will appear for the Tuition District Counselor once the application has been submitted by the parent/guardian, and will be indicated by a **Lock icon**  adjacent to the field name.

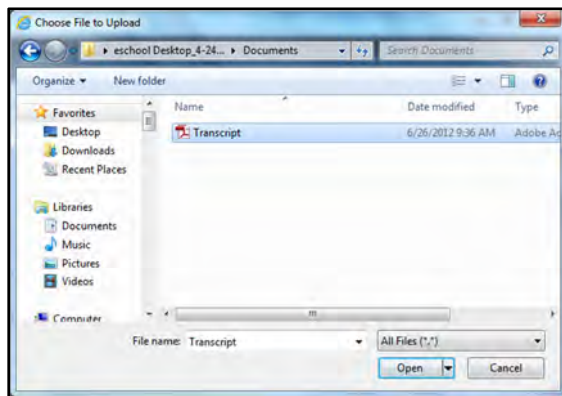



Note:
Required fields display a red asterisk * before the **Field Name**.

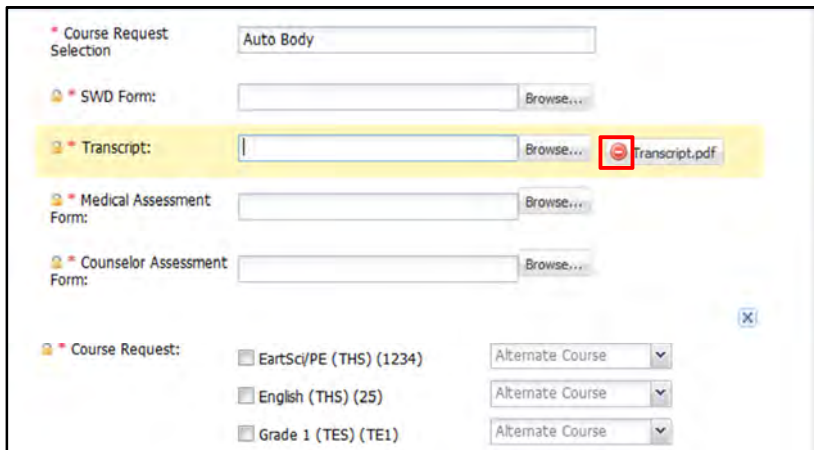
These fields must be completed before the application can be submitted to the BOCES.

Upload File

To upload a required student file, click the **Browse** button to the right of the required field, which opens the File Upload window.



Once the file has been uploaded, it will appear adjacent to the field. Users can remove the uploaded document by clicking the **Remove File icon**  next to the document name.



Course Request Selection

Depending on the specific BOCES policies, course requests can be provided by parents/guardians, Tuition District Counselors, or a combination of both.

In the example below, a combination of parent/guardian and Tuition District Counselor course requests are used in an application to a program similar to a BOCES CTE Program. In this particular form, parent/guardians have the ability to enter the course request using a free text field.

Note:
User-defined fields are available in various format options, such as multiple choice, check box, etc.

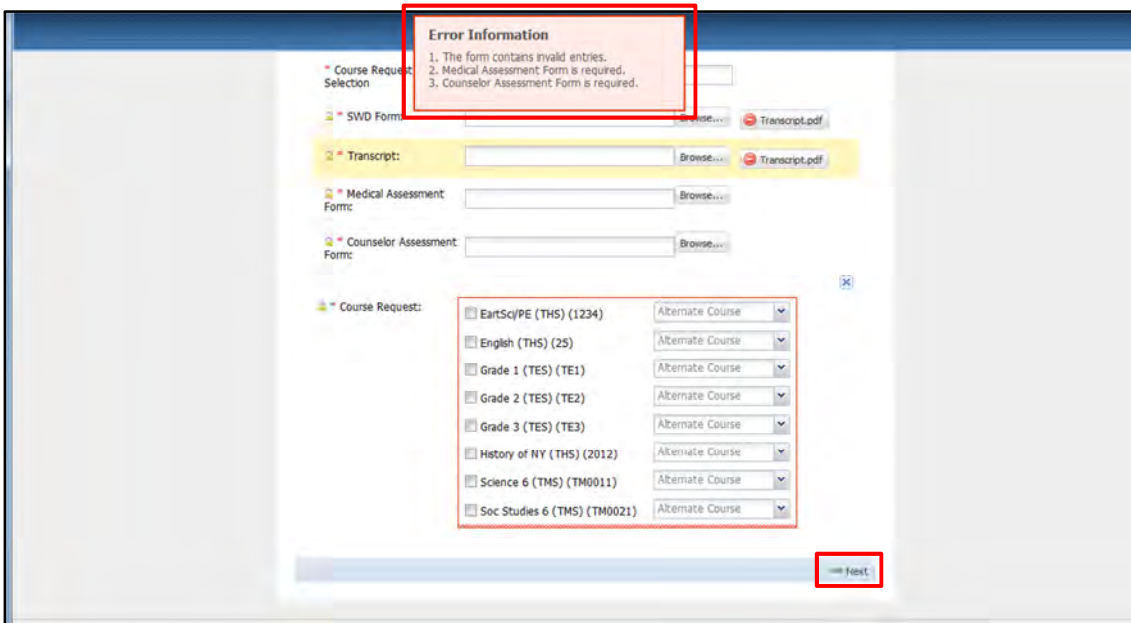
Once the application has been submitted by the parent/guardian to the Tuition District Counselor, the counselor makes the final course request selection.

The course request selections available to the counselor are based on the BOCES course catalog. Taking into consideration the parent/guardian request, the Tuition District Counselor can select the appropriate BOCES course. To select the course request, simply click the check box for the course.

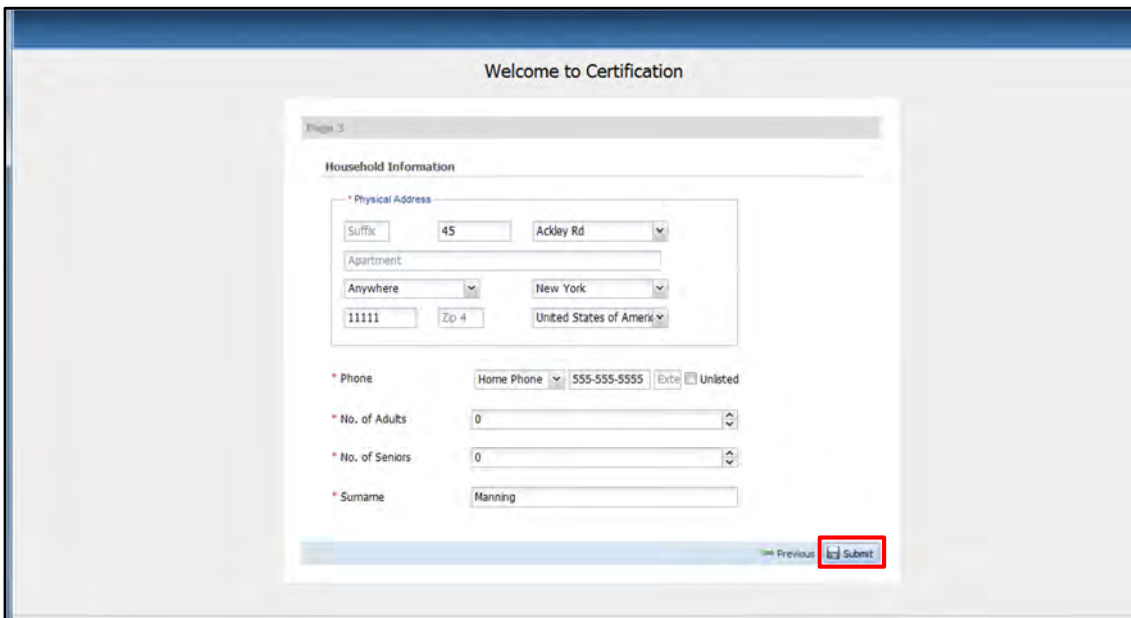
When applicable, the Tuition District Counselor will also have the ability to select an alternate course request.

Note:
The **BOCES School Code** is included in the Course Request for courses with similar names and/or numbers, to identify which BOCES School is offering the course.

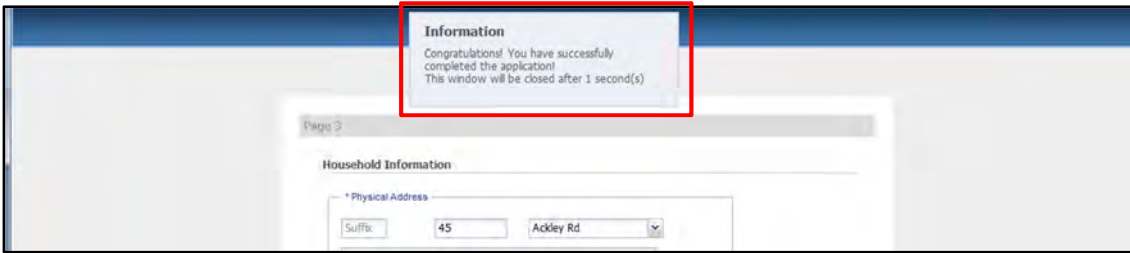
Upon clicking **Next**, an error message will appear if all required fields have not been completed, preventing the Tuition District Counselor from advancing to the next page of the application review.



Once the course request selections have been completed, along with any other form edits, click **Submit** to resubmit the form to the Pending queue.



A message will appear indicating the application has been successfully resubmitted to the Pending queue.




The updated application will appear in the Pending queue on the Applications Tab. The **Last Modified** field will be updated to reflect the date and time the form was resubmitted.


Form	First Name	Last Name	Id Number	Grade Level	Gender	Entered	Status	Last Modified
BOCES CTE Applicat	Peyton	Manning	000021526			Tue, Jun 26, 11:51 am	Pending	Tue, Jun 26, 11:51 am
BOCES Application	John	Tavares	04589			Mon, Jun 25, 2:09 pm	Pending	Mon, Jun 25, 2:09 pm
BOCES Application	Eli	Manning	000021527			Mon, Jun 25, 2:06 pm	Pending	Mon, Jun 25, 2:06 pm
BOCES Application	Vanessa	Huxtable	000021525			Mon, Jun 25, 2:04 pm	Pending	Mon, Jun 25, 2:04 pm

Submit Student Application to BOCES

Once the Application has been reviewed for accuracy and the course request selection has been completed, the Application can be submitted to the BOCES.

Click the **Submit icon**  next to the student's application on the list of Pending applications.

Tip:
A **Last Modified** date that differs from the **Entered** date indicates the Application has been reviewed.

Form	First Name	Last Name	Id Number	Grade Level	Gender	Entered	Status	Last Modified
 BOCES CTE Applicat	Peyton	Manning	000021526			Tue, Jun 26, 11:51 am	Pending	Tue, Jun 26, 11:51 am
BOCES Application	John	Tavares	04589			Mon, Jun 25, 2:09 pm	Pending	Mon, Jun 25, 2:09 pm
BOCES Application	Eli	Manning	000021527			Mon, Jun 25, 2:06 pm	Pending	Mon, Jun 25, 2:06 pm
BOCES Application	Vanessa	Huxtable	000021525			Mon, Jun 25, 2:04 pm	Pending	Mon, Jun 25, 2:04 pm

Counselors can review the data on each **Form Section**: Student Information, Household Information, and Student Contact Information.

Form Section: Student Information

Application Data

Certification: Peyton

* First Name: Manning

Middle Name:

* Last Name: 08/22/1998

* Date Of Birth: Male

* Gender: UGS

* Grade: English

* Language:

Select the **BOCES School** to which the application will be submitted. Tuition District Counselors can refer to the School Code associated to the Course Request to select the correct building.

The screenshot shows the 'BOCES Portal' interface. At the top, there are tabs for 'Students', 'Applications', and 'Forms'. Below the tabs, the 'Form Section' is set to 'Student Information'. On the right side, there is a 'BOCES School:' dropdown menu with a red box around it, showing 'BOCES' and 'BOCES CTE' as options. The 'Application Data' section includes fields for 'Certification' (Peyton), 'Manning', and 'Date Of Birth' (08/22/1998).

Selecting the BOCES School displays the Courses associated to that school in the Course Requests section. The Course Requests and Alternate Requests selected on the student's Application will be indicated.

The screenshot shows the 'BOCES Portal' interface with the 'BOCES School:' dropdown menu set to 'BOCES CTE'. The 'Course Requests' section is highlighted with a red box and contains a table with the following data:

Course	Alternate	
Intro to Auto Body - (SC2)		<input type="checkbox"/>
Intro to Carpentry - (SC2)	Intro to Auto Body	<input checked="" type="checkbox"/>
Intro to Cosmetology - (SC2)		<input type="checkbox"/>

Tuition District Counselors can change (or add) a Course Request on this screen also, by clicking the check box(es) to select or deselect the course requests.

The screenshot shows the 'BOCES Portal' interface with the 'BOCES School:' dropdown menu set to 'BOCES CTE'. The 'Course Requests' section is highlighted with a red box and contains a table with the following data:

Course	Alternate	
Intro to Auto Body - (SC2)		<input checked="" type="checkbox"/>
Intro to Carpentry - (SC2)	Intro to Auto Body	<input checked="" type="checkbox"/>
Intro to Cosmetology - (SC2)		<input type="checkbox"/>

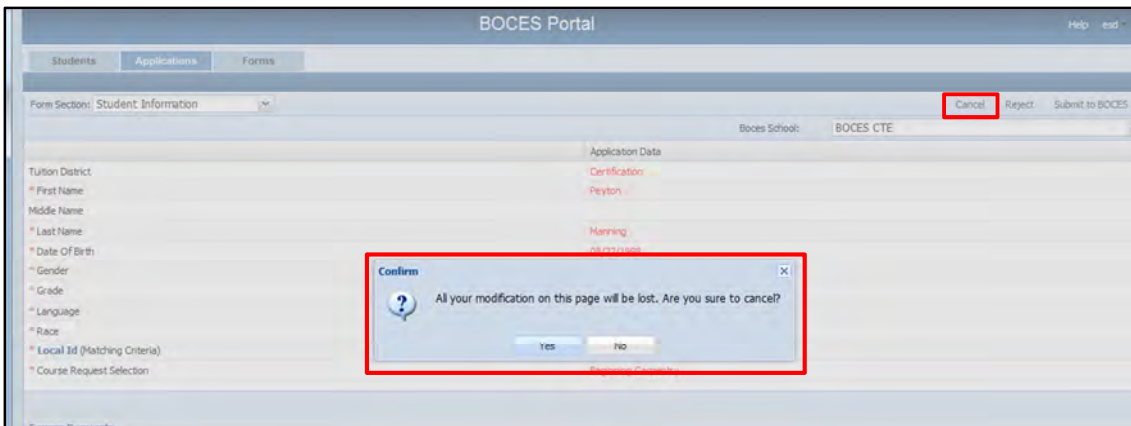
Note:
Only the course requests associated to the selected school will be displayed in the course request section.

Note:
Click the check box on the header row to select or deselect all Course Requests.

Once the course requests have been finalized, click **Submit to BOCES** to submit the application to BOCES. The Tuition District Counselor can also **Reject** the application for insufficient information.

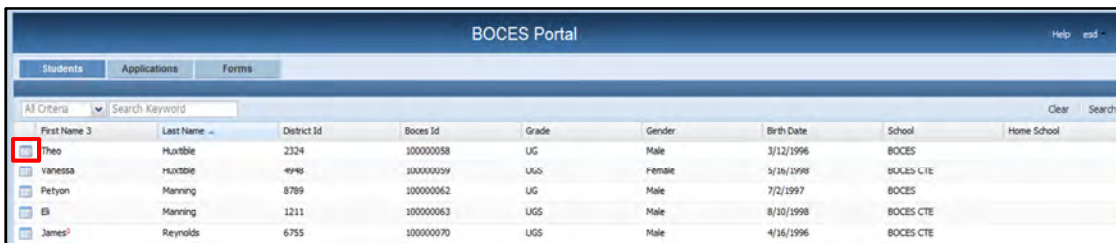


The **Cancel** button allows the Tuition District Counselor to leave the submission screen without taking any action. A warning message will appear, notifying the user that any changes to the page will be lost. Click **Yes** to cancel the submission process or **No** to return to it.



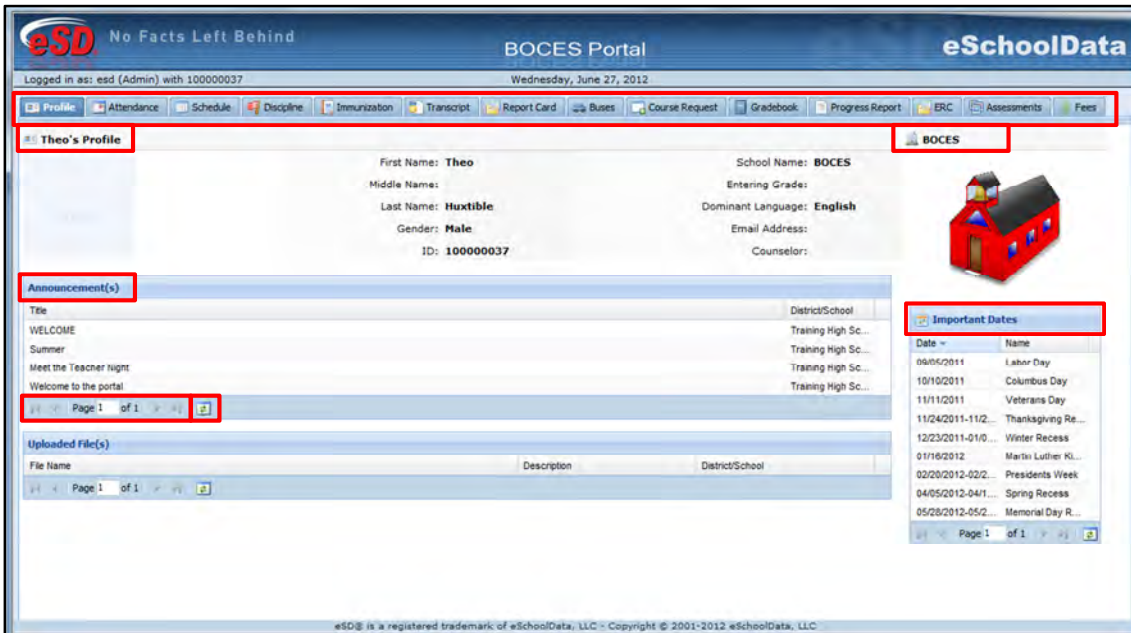
Access Student Data

To view student information, click the **Profile icon** next to the student's name on the **Students** tab.



The **Profile** page contains BOCES District **Announcements** and **Important Dates**, as well as basic student information. The tabs at the top of the page allows the user to access specific student information.

Users can use the **Page Navigation toolbars** to navigate through multiple pages of Announcements, Important Dates, or Uploaded Files, and refresh the listings using the **Refresh icon**.



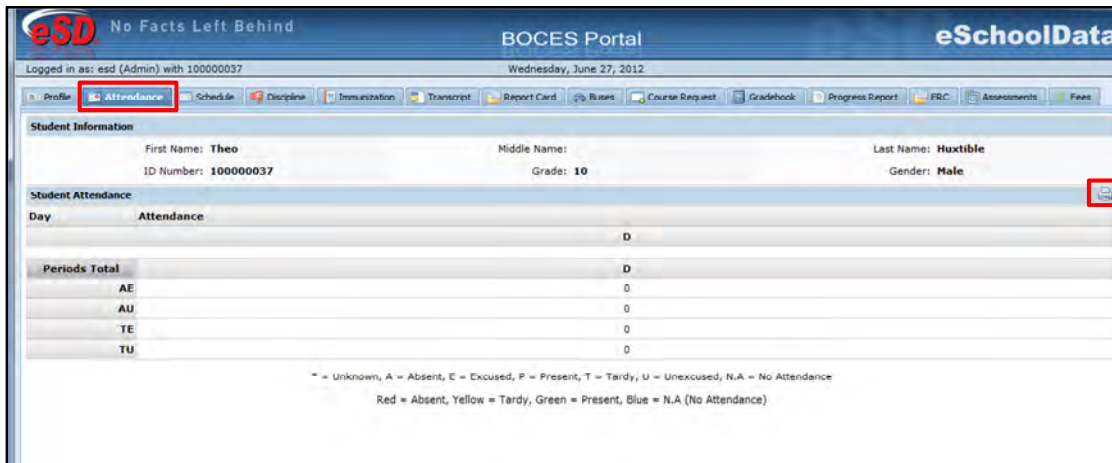
Note:
The tabs displayed on the Student Portal are controlled by the BOCES District.

This screenshot shows the full range of tabs.


Note:
For more information on the **Page Navigation Toolbar**, see page 16 of the **Getting Started User Guide**.

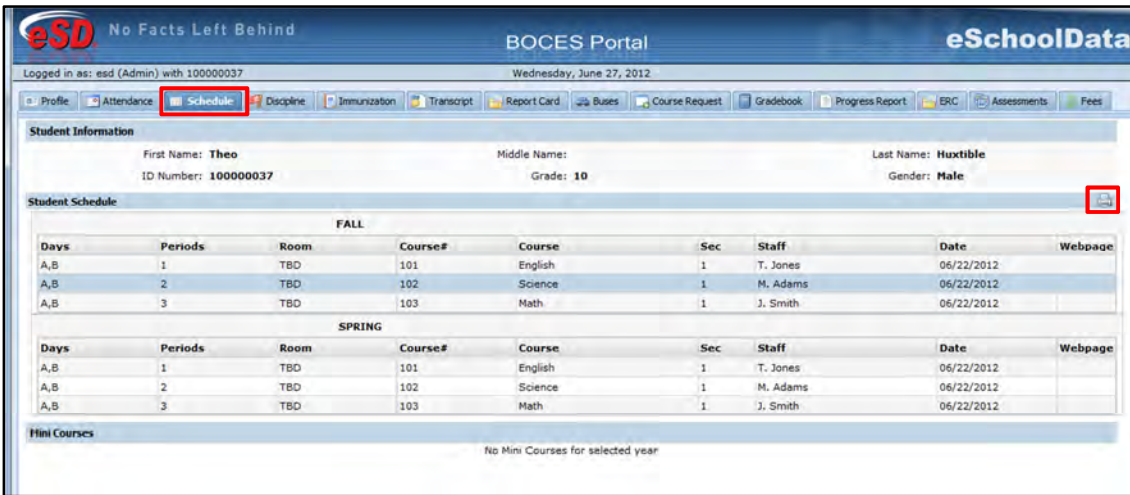
Attendance Tab

The **Attendance** tab displays the student's attendance, based on the parameters set by the BOCES District. The Attendance data displayed can be live, or delayed by several days. Click the **Printer icon** to print the student's attendance.



Student Schedule Tab

The **Schedule** tab displays the student’s schedule. Click the **Printer icon**  to print the student’s schedule.



Student Information


First Name: **Theo** Middle Name: Last Name: **Huxtible**
 ID Number: **100000037** Grade: **10** Gender: **Male**

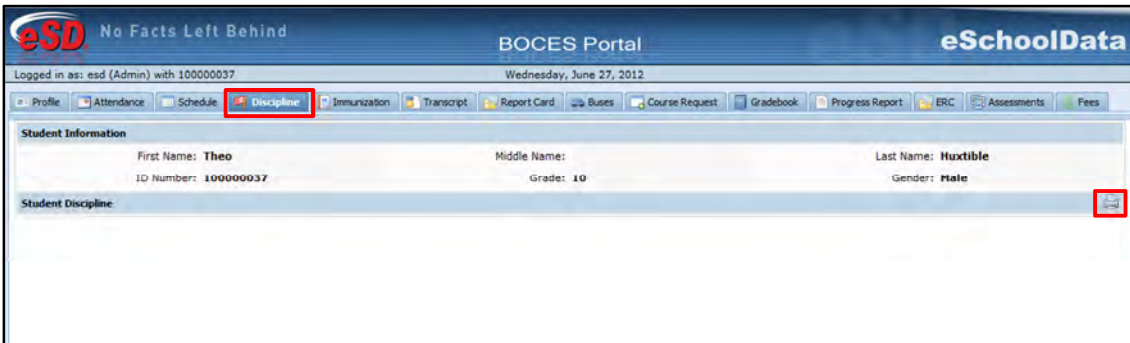
Student Schedule

FALL								
Days	Periods	Room	Course#	Course	Sec	Staff	Date	Webpage
A,B	1	TBD	101	English	1	T. Jones	06/22/2012	
A,B	2	TBD	102	Science	1	M. Adams	06/22/2012	
A,B	3	TBD	103	Math	1	J. Smith	06/22/2012	
SPRING								
Days	Periods	Room	Course#	Course	Sec	Staff	Date	Webpage
A,B	1	TBD	101	English	1	T. Jones	06/22/2012	
A,B	2	TBD	102	Science	1	M. Adams	06/22/2012	
A,B	3	TBD	103	Math	1	J. Smith	06/22/2012	

Mini Courses
No Mini Courses for selected year

Discipline Tab

The **Discipline** tab displays the student’s discipline history. Click the **Printer icon**  to print the student’s discipline history.




Student Information

First Name: **Theo** Middle Name: Last Name: **Huxtible**
 ID Number: **100000037** Grade: **10** Gender: **Male**

Student Discipline

Immunization Tab

The **Immunization** tab displays the student’s Immunization Records on file with the district. Click the **Printer icon**  to print the student’s Immunization Records.



Student Information

First Name: **Theo** Middle Name: Last Name: **Huxtible**
 ID Number: **100000037** Grade: **10** Gender: **Male**

Student Immunization

DTP	Administered	Verified	Proof	Waiver
		01/09/2012	01/09/2012	Physician Record

Transcript Tab

The **Transcript** tab displays the student’s transcript. Users can also print an unofficial transcript directly from this screen.

BOCES Portal

Logged in as: esd (Admin) with 100000037

Wednesday, June 27, 2012

Profile Attendance Schedule Discipline Immunization **Transcript** Report Card Buses Course Request Gradebook Progress Report ERC Assessments Fees

Print

Student Name: Theo Huxtible
 Student Phone: (555) 555-5555
 Parent/Guardian: Claire Huxtible; Cliff Huxtible
 Gender: Male
 DOB: 10/14/1997

District Name: BOCES
 School Name: CEEB
 School Address: 0 Unknown, NY 55555 (555) 555-5555
 School Phone: () -
 School Fax: NYS Board of Regents

Course	Final Grade	Credit	Date	Test	Score
2011 - 2012 (Current Year)					
101	88	1.00	06/19/2012	Regents Living Environment	89
102	91	1.00	06/19/2012	Regents Living Environment	89
103	90	1.00			
Grand Total		3.00			

Signature/School Counselor: _____ Date: _____

Report Card Tab

The **Report Card** tab displays the student’s report card. Users can also print an unofficial Report Card directly from this screen.

BOCES Portal

Logged in as: esd (Admin) with 100000037

Wednesday, June 27, 2012

Profile Attendance Schedule Discipline Immunization Transcript **Report Card** Buses Course Request Gradebook Progress Report ERC Assessments Fees

Print

BOCES
 Report Card: MP 4 (03/23/2012 - 06/22/2012)
 0 Unknown Unknown, NY 55555
 School Telephone No: (555) 555-5555
 , Principal

Student: Huxtible, Theo Surname: Huxtible ID Number: 100000037
 DOB: 10/14/1997
 Tuition District: Certification

Course	MP1	MP2	MP3	MP4	MT	FE	PNL CRS; GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff
101 English Pleasure to have in class	84.00	99.00	87.00	87.00	81	88	88			Mr. Jones
103 Math Pleasure to have in class	90.00	93.00	90.00	86.00	90	89	90			Mrs. Smith
102 Science Highly motivated	98.00	89.00	88.00	85.00	94	90	91			Mrs. Adams
MP Average: Raw Grade(Weighted)							89.67			
Final Average: Raw Grade(Weighted)										
Assessment/Regent Exam										
Regents Living Environment										Score 89

Buses Tab

The Buses tab displays the student’s bus information. Click the **Printer icon** to print the student’s bus information.

BOCES Portal

Logged in as: esd (Admin) with 100000037

Wednesday, June 27, 2012

Profile Attendance Schedule Discipline Immunization Transcript Report Card **Buses** Course Request Gradebook Progress Report ERC Assessments Fees

Student Information

First Name: Theo Middle Name: Last Name: Huxtible
 ID Number: 100000037 Grade: 10 Gender: Male

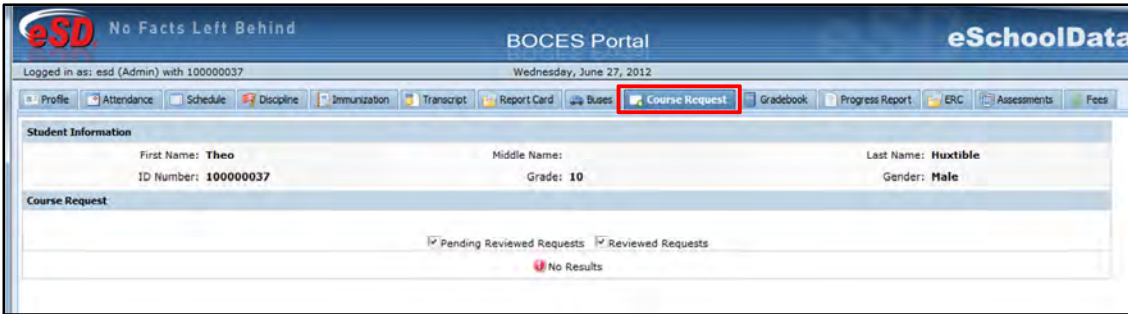
Student Buses

Bus Type	Bus Route	Bus Stop	Alternate Route	Reason
PH	anywhere		Not Specified	Not Specified

Printer icon

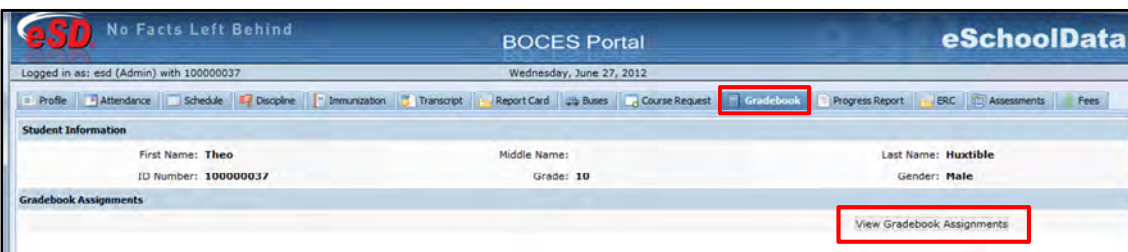
Course Request

The **Course Requests** tab displays the student’s current Course Requests.



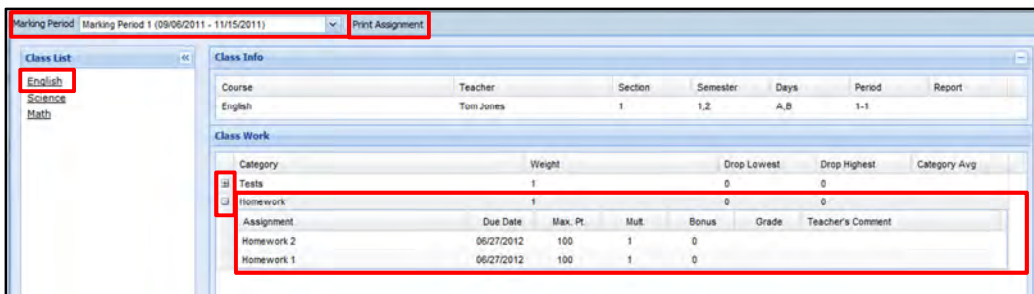
Gradebook Tab

Click **View Gradebook Assignments** on the **Gradebook** tab to select the specific course to view.



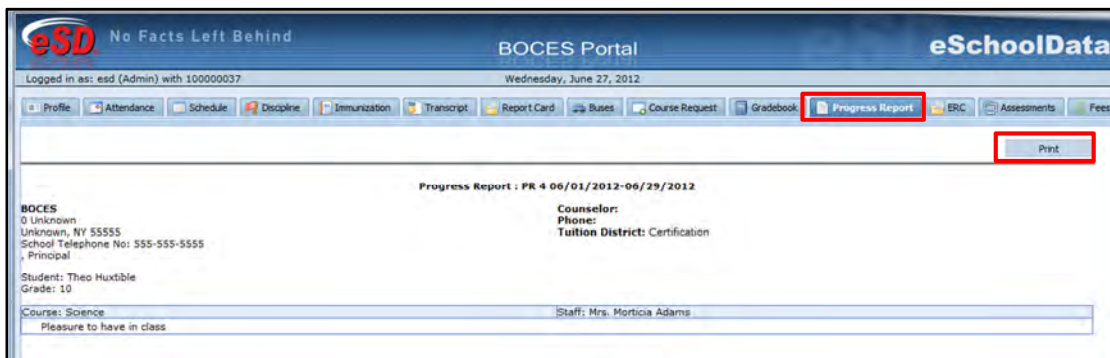
Select the **Marking Period** and **Course** to view the Assignment Categories. To display a Category’s individual assignments, click the **Expand icon** (+) next to the Category. Users can also print the assignments.

Note:
To hide displayed assignments, click the **Collapse icon** (-).



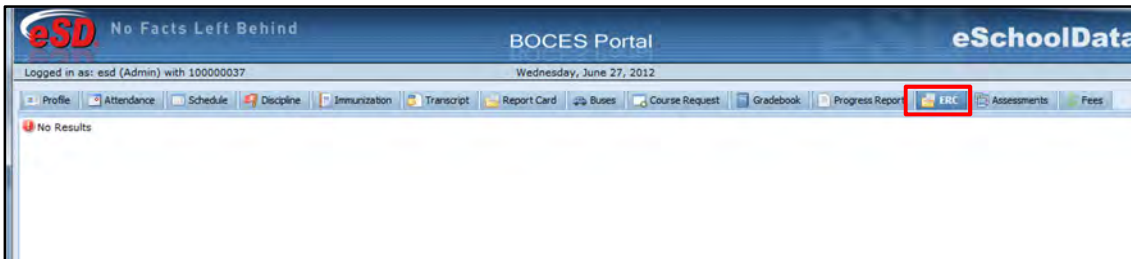
Progress Report

The **Progress Report** tab displays the student’s progress report. Users can also print an unofficial Progress Report directly from this screen.



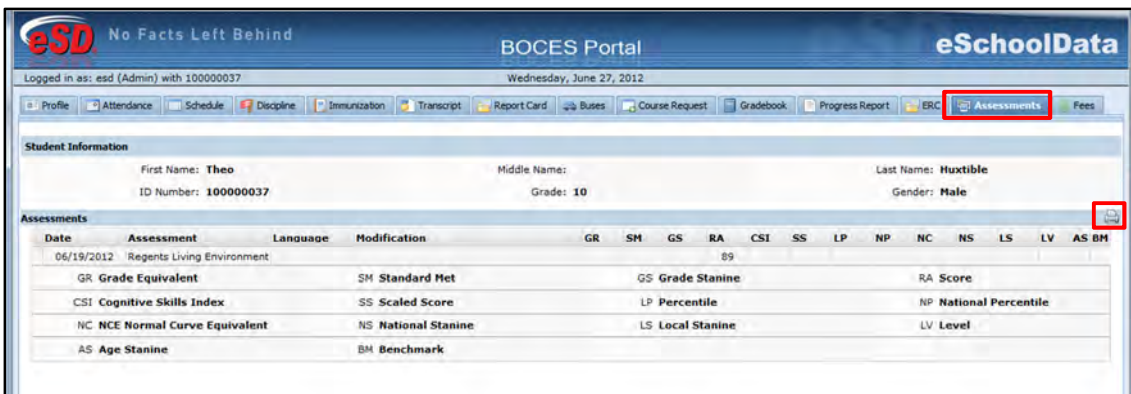
Elementary Report Card (ERC)

The **ERC** tab displays the student's elementary report card. Users can also print an unofficial Elementary Report Card directly from this screen.



Assessment Tab

The **Assessment** tab displays the student's assessments. Click the **Printer icon** to print the student's assessments.



Fees Tab

The **Fees** tab displays the student's fees. Click the **Printer icon** to print the student's fees.

