# The Application Process (Only Required for New Students)

Log in to the BOCES portal using the user name and password for your account.

If anyone in the counseling office needs an account, or a password reset, please have them contact Kelsie Kruppa at <a href="https://kruppa@e1b.org">kkruppa@e1b.org</a>.

The Application Process is a two step process.

- 1. Complete the online application or form (Forms Tab)
- 2. Submit the Application and Course Request to the school. (Applications Tab)

<u>Step 1</u>: Complete the online Application. The form is accessed through the Forms tab.

					BOCES Portal
Students	Applications	Forms	Attendance	Grades	
2018 - 2019	<ul> <li>All Criteria</li> </ul>	✓ Search	Keyword		
Preview Name				Form URL	
201820	19CTERegistrationForm			https://boo	esportaltest.wnyric.org

<u>Step 2</u>: Submit the Application and Course Request to the school through the Applications Tab.

1. From the Applications tab select Pending from the drop-down and click Search to display a list of pending applications.

Students		Applications	Forms	Attendance	Grades		
2018 - 2019	~	Form	<b>v</b> F	rom Date 🔳 T	o Date 🗖	Pending	v
All Criteria	~	Search Keywo	rd				
	Fo	rm	First Name	Last Name	Id Number	Grade Level	Gender
	2	0182019CTER	Madeline	Smith	123	11	Female

2. Click the submit icon is to open the application. You can review the data for each section before submitting the application. (Student Information, Household Information or Student Contact Information).

					BOCES Portal			— <sup>Help</sup> ctetest
Student	s Applications	Forms	Attendance	Grades				
	1							
Form Section:	Student Information	~					Cancel Boje	et Submit to POCES
	Student Information					Boces School:	Please select a BOCES school	*
	Household Information				Application Data			North Control of Contr
Tuition Distric	Student Contact Informat	ion			Frewsburg Csd	,		^
* First Name					Madeline			
Middle Name								

- 3. Select the school from the drop-down.
- 4. Offered Courses will appear in the Course Requests list on the bottom of the screen after you select the school. To select a course request, check the box to the far right of the course.

			>	
Course Requests			_	1
Course	Course Number	Alternate		
CSI Forensics I - (4025)	181-01			
CSI Forensics II - (4025)	181-02			
Culinary Arts I Hosp - (4025)	210-01	$\longrightarrow$	<b>V</b>	
Culinary Arts II Hosp - (4025)	210-02			
HACR I - (4025)	270-01			~

5. Click Submit to BOCES on the top of the page to submit the application.

Students	Forms	Attendance				
Form Section: Student Information	w.				Cancel Reject	Submit to BOCES
				Boces School:	1	
			Application Data		Carrier Educational Center CTE	
Turbon District			BELFAST CSD		HewesEducational Center CTE	
* First Name			Anna		Considerer Educational Center CTE Ormsby Educational Center CTE	
					1 of the second s	

## **Application Status**

Stude	nts Applicati	ons Forms	Attendance	Grades		_
2018 - 201	9 Y Form	F	irom Date 🖪 T	To Date	Pending	~
All Criteria	Search Ke	yword			Pending Submitted to BOCES	
	Form	First Name	Last Name	Id Number	Accepted by BOCES	n
3 🤯	20182019CTEF	L Madeline	Smith	123	Rejected Rejected by BOCES Draft	n

<u>Pending Applications</u> are applications you have completed, but have not yet submitted. To Edit a Pending Application, click the edit icon 📴 to the left of the student name.

If you want to cancel or remove an application before you submit it to BOCES, select the application from the pending list. Click is to open the application. Click Reject. (Applications cannot be deleted from eSD.)

Students	Applications	Forms	Attendance	Grades					
orm Section:		~					Cancel	Reject	
						Boces School:	Please select a BOCES school		J
					Application Data				

<u>Drafts</u> are applications that are missing required information. eSD will let you save an application as a draft, but you cannot submit it until all required fields have been filled in. After you complete the application, it will move from the draft list to pending list.

#### **Students Tab**

Students Applications Forms Attendance Grades All ✓ All Criteria Search Keyword First Name Last Name 🔺 District Id Boces Id Jackson Abbott **a** a 0

Displays a list of all students enrolled for the current year and next school year.

Click the profile icon to access additional student information. The information displayed is controlled by the BOCES.

					BOCES Porta	al				Helpsample
Students	App	lications Forms	Attendance							
										+ Add Student 🐮 Excel
All		✓ All Criteria	Search Keyword							Clear Search
		First Name	Last Name 🔺	District Id	Boces Id	Grade	Gender	Birth Date	School	Home School
		James	Cheng		909991202	12	Male	10/13/1994	Wilson Tech - Dix Hills	BAY SCHOOL HEGH S *
	6	George-280	Costanza	98089	600015	9	Male	2/11/2000	Training BOCES	
100		Rita-149	Donato	9874321321	608020	9	Fenale	3/1/2000	Training BOCES	

The Student Profile Portal opens to the Profile page by default and displays announcements, uploaded documents and calendar, as well as basic student information. The tabs at the top of the page allow home schools to access specific student information such as attendance, report cards, gradebook, progress report or other information determined by the BOCES.

Profile	Attendance	Report Card	Gra	debook	Pro	gress Report					
Jackson	's Profile			District/	School	l's Event(s) an	d/or Assigni	ment(s)			
						Dist	rict Level Ever	nts 🗹 Sch	ool Level Events	5	
							December 3	L, 2017 - Februa	ry 3, 2018		
							🖣 Day	Week Month	• •		
				Su	un	Mon	Tue	Wed	Thu	Fri	Sat
				01 Dec 3	1, 2017	Jan 1	2	3	4	5	6
First	Name: Jackson					No	DeverT	MP2	D		
Middle	Name:					New Years	Day:1	Day:w	Day:R		
Last	Name: Abbott										
	Grade: 11			02	7	8	9	10	11	12	13
								MP2			
						Day:M	Day:T	Day:W	Day:R	Day:F	
Announce	ment(s)		*								
Title		School		02	14	15	16	Today 12:01 pm	10	10	20
				00	14	10	N	1P2	10	15	20
Uploaded	Document(s)		8			MLK Day	Day:T	Day:W	Day:R	Day:F	
File Na	me	Description									
III II F	Page 0 of 0	≥ 2									
			_	04	21	22 Day:M	23 Day:T	24 Day:W	25 Day:R	26 Day:F	27

#### Attendance Tab

There are two attendance reports available to home school counselors – Daily Attendance and Attendance Summary.

<u>Daily Attendance</u> displays number of absences and tardies for a specified date range. The report can be filtered by date range and student (or view all). The report can also be printed or exported to excel.

					B	OCES Portal					Help	ctetest
Students	Applications	For	ns Attende	ince	Grades							
Daily Attendance	Attendance Summ	ary	11. <u></u>									
09/01/2017	01/17/2018	3									Excel	🔒 Print
All Criteria	Search Keywo	rd									Clear	Search
Daily Attendance												
Student 🔺	ID	Number	Home School ID	Grade	School Name	Excused Absence	Unexcused Absence	Total Absence	Excused Tardy	Unexcused Tardy	Total Ta	rdy
Abbott, Jackson				11	Potter	0	11	11	0	0	0	

<u>Attendance Summary</u> displays a one page report per student for period attendance in a specified date range. The report can be filtered by date range, building, grade and student (or view all). The report can also be printed or exported to excel.

											_	
Students	Applications Forms	Attendance	Grades									
Daily Attendance Att	ttendance Summary											
09/01/2017	01/17/2018 🖪 Potter	<ul><li>✓ 11</li></ul>		✓ Home School	~						Ev	cel 😫 Pr
All Criteria	Search Keyword											Clear Sea
Student In	formation											
	First Name: Jackson			Last Name: /	Abbott			Grade:	11			
	ID Number:			Home School ID				Gender	Male			
Student At	tendance											
Day Atter	ndance						AE	AU	TE TU	DE	DU	NA
3-3				D								
10/17/2017	AE (1	ISP)					1	0	0 0	0	0	0
10/23/2017	AU (.	AU)				AU (AU)	0	1	0 0	0	0	0
10/25/2017	AU (.	AU)				AU (AU)	0	1	0 0	0	0	0
10/26/2017	AU (.	AU)				NU (AU)	0	1	0 0	0	0	0
10/27/2017	AU ()	AU)					0	1	0 0	0	0	0
10/30/2017	AU (.	AU)					0	1	0 0	0	0	0
11/06/2017	NO (.	AU)				NU (NU)	0	1	0 0	0	U	0
12/01/2017	AE (B	(SP)					1	0	0 0	0	0	0
12/22/2017	ALL	AUI)					1	1	0 0	0	0	0

#### **Grades** Tab

The grades tab provides a summary of marking period grades with final exam and final course grades along with total absences and tardies for each student. It also includes a projected final average or PFA. The report can be printed or exported to excel.

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			BOOES FUITAI									- cicicat
Students App	lications Forms Attendance	Grades										
Potter	✓ 2017 - 2018 ✓										Excel	😫 Print
All Criteria 💌 Sea	irch Keyword										Clear	Search
Student Name	Id Number Course Name	Course Number	Staff Name	Grade MP2	Grade MP3	Grade MP1	Grade MP4	Proj. Final Avg.	Final Exam	Final Grade	Total Absent	Total Tardy
Abbott, Jackson	Science CTE Science Applic (Integrated .5 Cr)	SCIih-P1	Smith, Mary			89		89			0	0
Abbott, Jackson	ELA Comp & Comm (Integrated .5 Cr)	ENGih-P1	Washington, Mark			89		89			0	0
Abbott, Jackson	Sports Science Careers I	SSC1-P1	Mueller Andrew			89		89			11	0