# 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 kkruppa@e1b.org.

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)

Step 1: Complete the online Application. The form is accessed through the Forms tab.
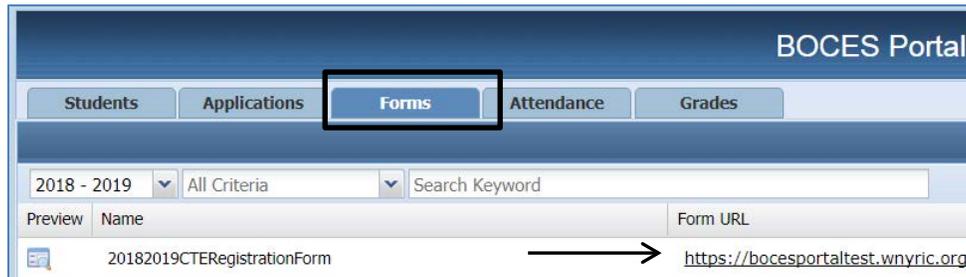

Step 2: Submit the Application and Course Request to the school through the Applications Tab.

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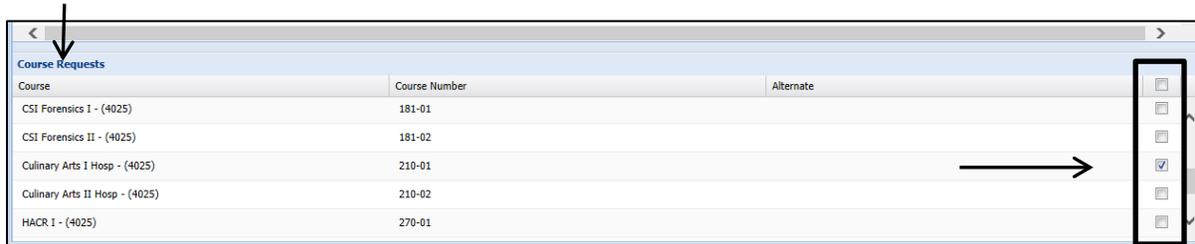

2. Click the submit icon ➡ to open the application. You can review the data for each section before submitting the application. (Student Information, Household Information or Student Contact Information).
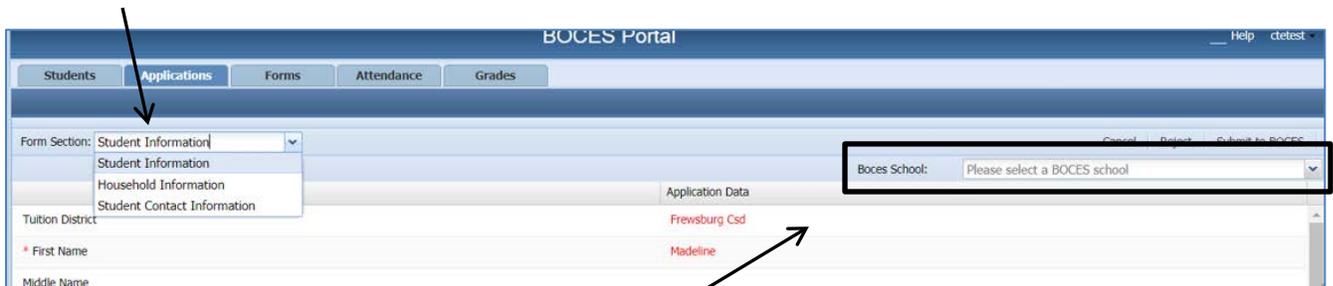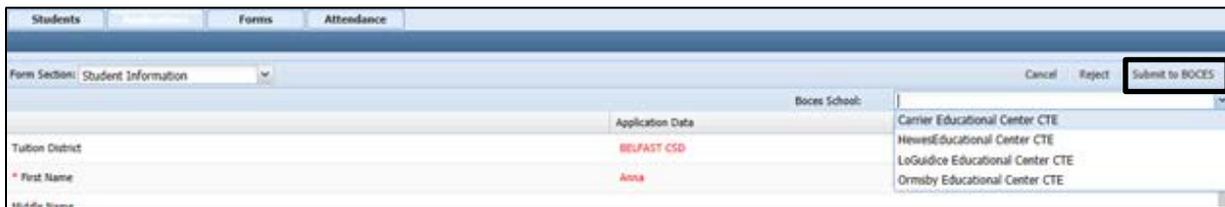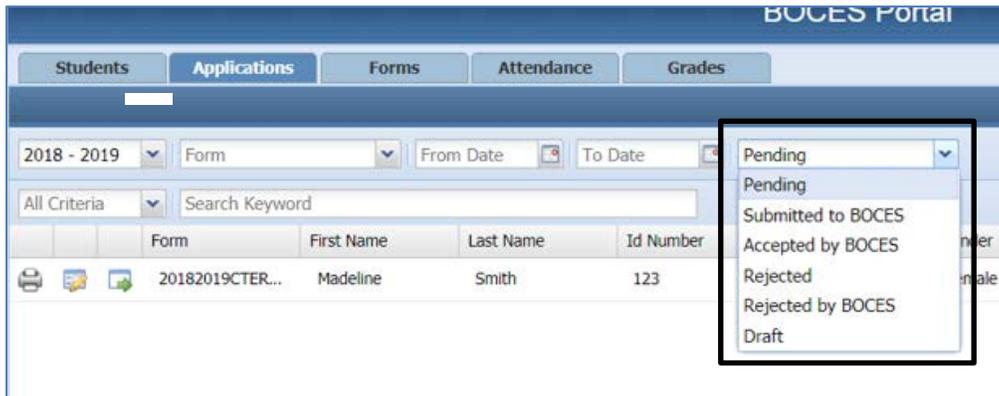
3. Select the school from the drop-down.

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.

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

Application Status

Pending Applications 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 🔄 to open the application. Click Reject. (Applications cannot be deleted from eSD.)

Drafts 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

Displays a list of all students enrolled for the current year and next school year.
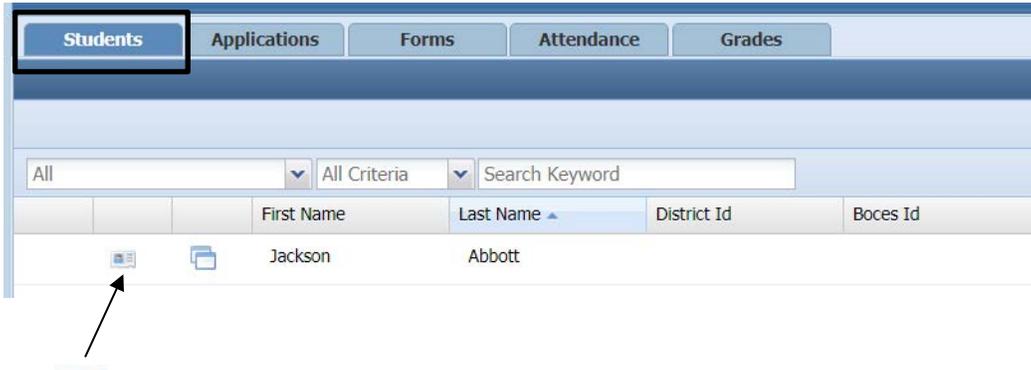
Click the profile icon to access additional student information. The information displayed is controlled by the BOCES.
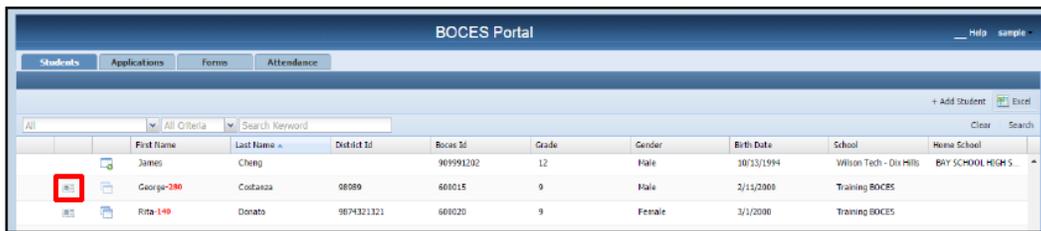

The Student Profile Portal opens to the Profile page by default and displays announcements, uploaded documents and calendar, as well as basic student information. The tabs at the top of the page allow home schools to access specific student information such as attendance, report cards, gradebook, progress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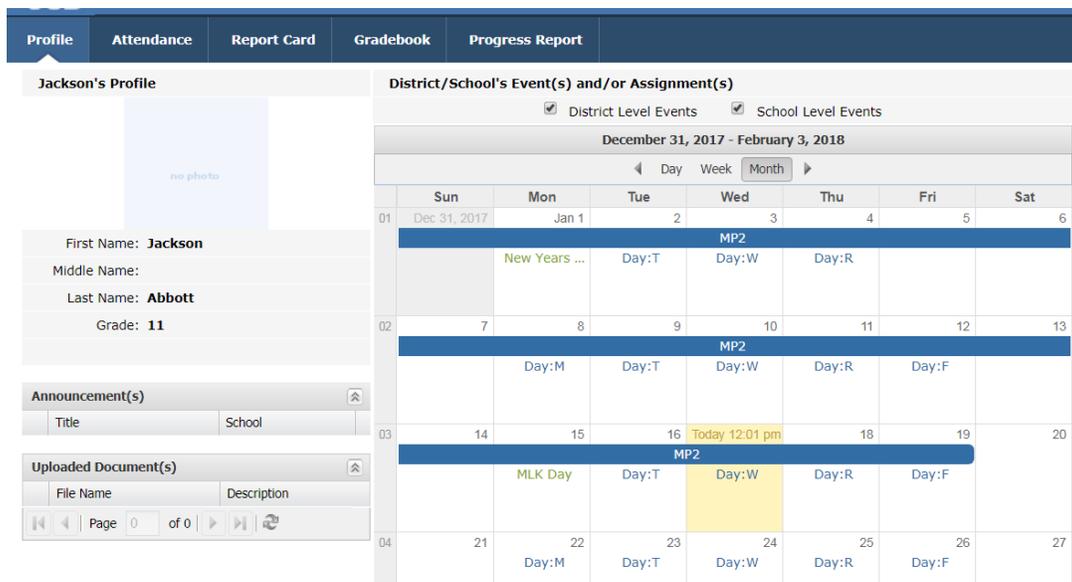
Attendance Tab

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

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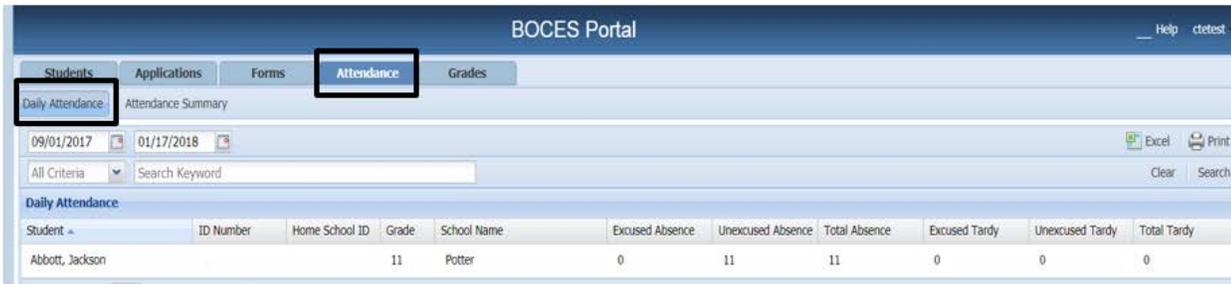
Attendance Summary displays a one page report per student for period attendance in a specified date range. The report can be filtered by date range, building, grade and student (or view all). The report can also be printed or exported to excel.
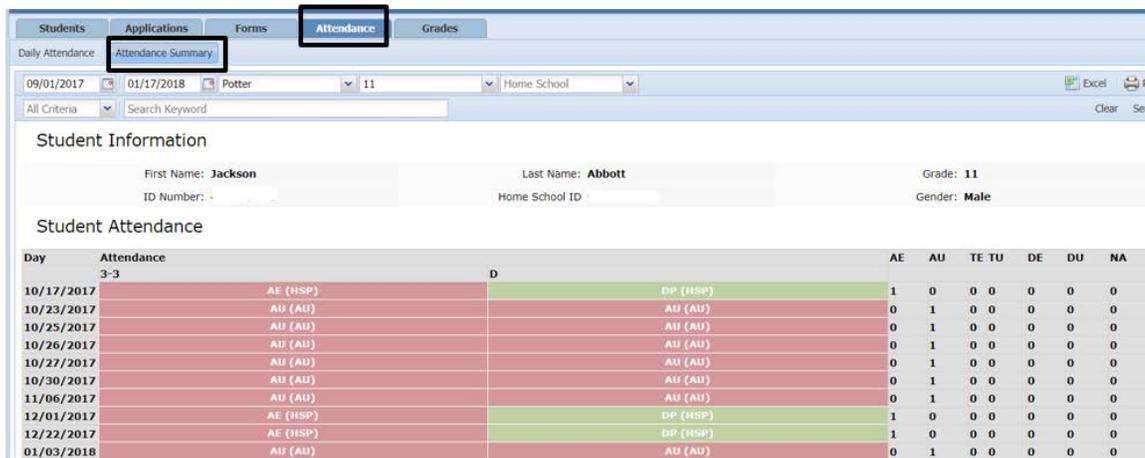
Grades Tab

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.

BOCES Portal

| Students | Applications | Forms | Attendance | Grades |

Potter | 2017 - 2018

All Criteria | Search Keyword

Excel | Print
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