**Cooperative Summer School**

**Counselor Registration**

(SchoolTool Districts)

**Step 1: Login**

School Tool login information:

* **Enter your Username** – home district email address
* **Enter your Password** – Emailed to you from SchoolTool ( can be changed once you are logged in)



**Step 2: Find your Student**

* ****Select the Census module in the left menu
* Make sure the Person Type indicates you are searching for a “Student”
* Enter the student’s last name in the search bar and click “Search”
* Matches will show beneath your search. Find your student and click the **>** to the left of their name

****\*If your student is not in SchoolTool, please complete a Late Registration form and send it to the East Irondequoit or Fairport summer school email address on our website.

Note:

Students will have two sets of menu options:

* **Attendance information**
* **Demographic information**
* **Enrollment**

**Step 3: Enroll your student into Cooperative Summer School**

* From the menu, select **Student** tab
* ****In the **Projected Enrollment** (not Enrollment)box, click the **+**

\*Note that you are in the enrollment section of this module. You will use this drop down for Steps 4 and 5.

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* Enter school year (25-26)
* Enter Start Date as 7/1/25
* Click the “Auto Start” button
* Enter Date registered
* Select Site 1 (EI) or Site 2 (Fpt)
* Select grade level from previous year
* ****Select “Completed Grade” for Exit Reason
* **SAVE**

**Step 4: (Only if) Students with IEPs or 504s**

* In the dropdown under Details, change from Enrollment to **IEP** or **Section 504.** Then Select **+Add**
* Enter a start date of 7/1/25
* Select Site 1 (EI) or Site 2 (Fpt)
* Click to save

**Step 5: Additional Information Needed**

* From the menu (see previous page), select **User Defined** tab **and +Add**
* Indicate a district contact who can answer questions regarding this student during summer school
* Indicate whether a language interpreter is needed
* If language interpreter, enter the language needed
* Save

**Step 6: Course Selection**

* From the menu, select **Counseling** tab
* Click on **>**
* Select school year 2025-2026
* Choose the Academic Department in the Dropdown menu.
* Find the course you wish to select and click **+Add**.
* Repeat as needed
* Save

**Optional Instructions:**

**Change Password (optional)**

Home > My Home > Accounts tab

* Enter your initial password in “Old Password”.
* Enter your new password in “New Password”.
* Reenter this in “Confirm”.
* Click “Change Password” button

