

Cooperative Summer School

Counselor Registration (Prior to July 2, 2025)

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

2025 REGIONAL SUMMER
7/14/2025-8/18/2025
Regents Exams: August 19 and 20

	First Name	MI	Last Name	Address
>	Student		Student	
>	Test		Student	100 Main St Hamlin, NY 14464

*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.

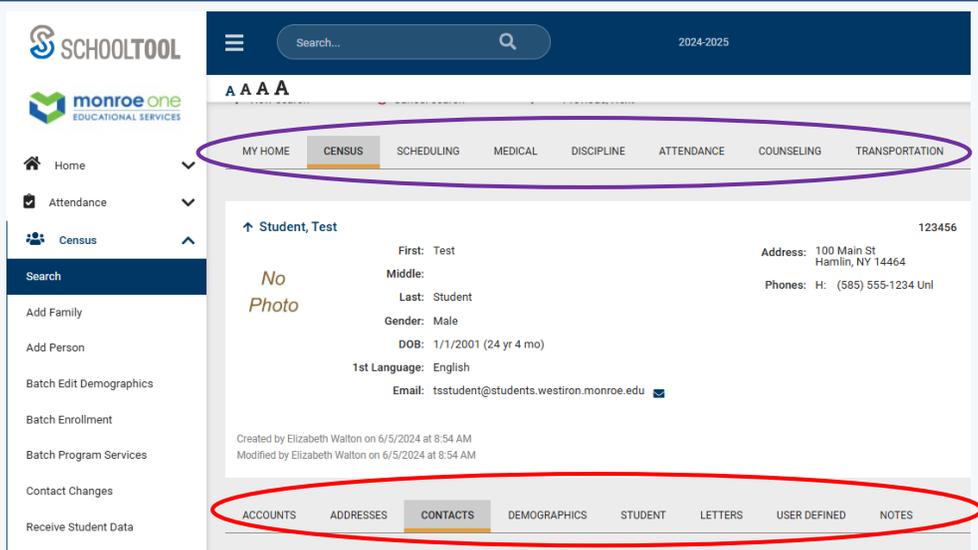
Students will have two sets of menu options:



- Attendance information



- Demographics
- Enrollment

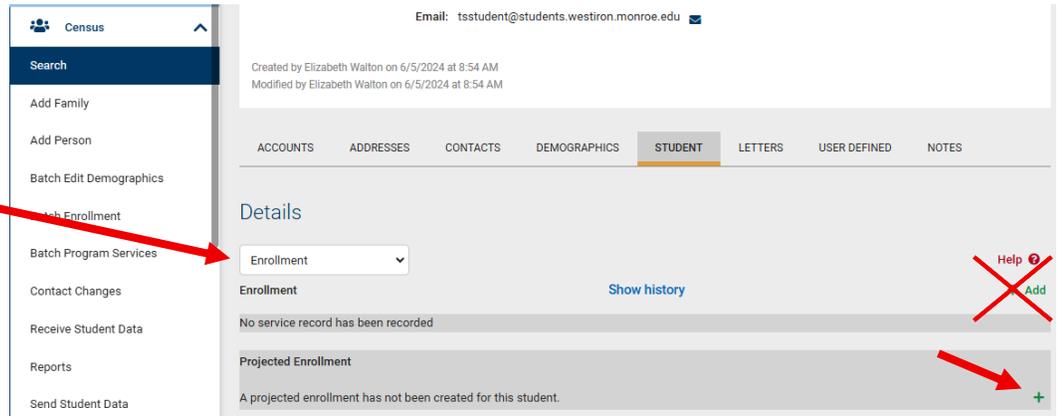


Verify student information is correct (i.e. DOB, address, email,...). If a change/update is needed, please directly email the summer school site including the student's name.

Step 3: Enroll your student into Cooperative Summer School

- From the **Census** 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.



Projected Enrollment

Enrollment: **2** Regional Summer School Enrollment School Year: **1** 2025-2026 **8** Save Cancel

Start: **3** 7/1/2025 Auto Start **4** Date Registered: 6/3/2025

Provider: East Irondequoit Middle School EI Middle School **5**
 eastridge (260801060006)

Is Placed Include in Rank

Grade: **6** 9 Alternate Reported Grade: N/A

Class of: 2028-2029 None Homeroom: NONE

Counselor: NONE Diploma: Undeclared

Special Education Race: White

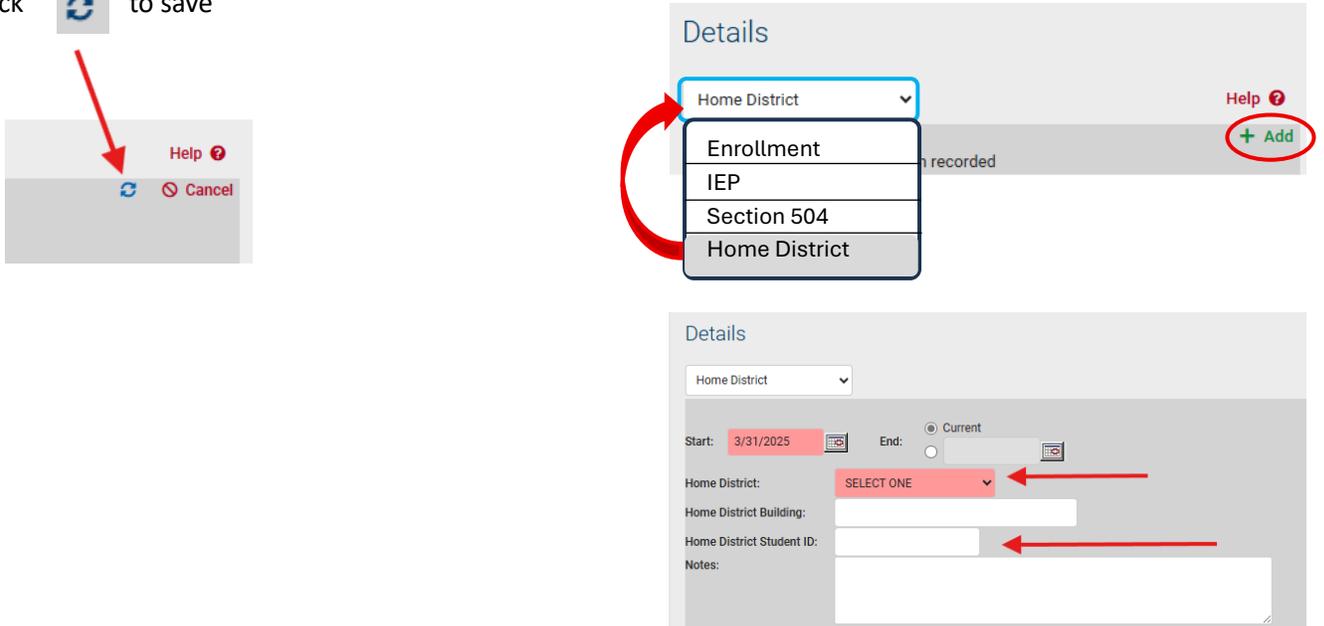
Exit reason for current enrollment: **7** Completed grade

1. Enter school year (2025-2026)
2. Enter Start Date as 7/1/25
3. Click the "Auto Start" button
4. Enter Date registered (today)
5. Select in the first dropdown, either East Irondequoit Middle School (Site 1) or Fairport High School (Site 2)
6. Select grade level from previous year
7. Select "Completed Grade" for Exit Reason
8. **SAVE**



Step 4: Provide Home District Information

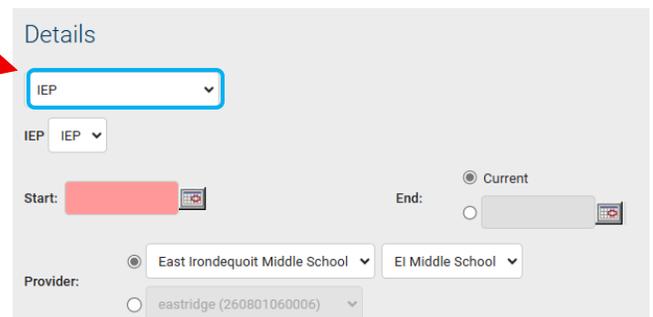
- In the dropdown under Details, change from Enrollment to **Home District**
- Click **+ Add**
- Select your Home District from the dropdown menu
- Enter the **Home District Student ID** (important for Regents reporting)
- Click  to save



The screenshot shows the 'Details' section of a form. A dropdown menu is open, showing options: Enrollment, IEP, Section 504, and Home District. A red arrow points to the 'Home District' option. Another red arrow points to the '+ Add' button in the top right corner of the form. Below this, another screenshot shows the form with the 'Home District' dropdown set to 'SELECT ONE'. Red arrows point to the 'Home District Building' and 'Home District Student ID' input fields.

Step 5: (Only if) Students with IEPs or 504s

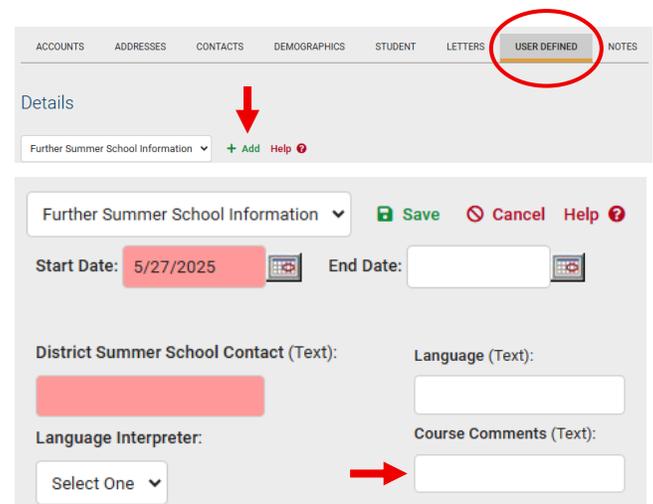
- Return to the Enrollment dropdown under Details
- Select **IEP** or **Section 504**. Then Select **+Add**
- Enter a start date of 7/1/25
- Select in the first dropdown, either East Irondequoit Middle School (Site 1) or Fairport High School (Site 2)
- Click  to save



The screenshot shows the 'Details' section of a form. The dropdown menu is set to 'IEP'. Red arrows point to the 'IEP' dropdown and the 'Start' date field.

Step 6: Additional Information Needed

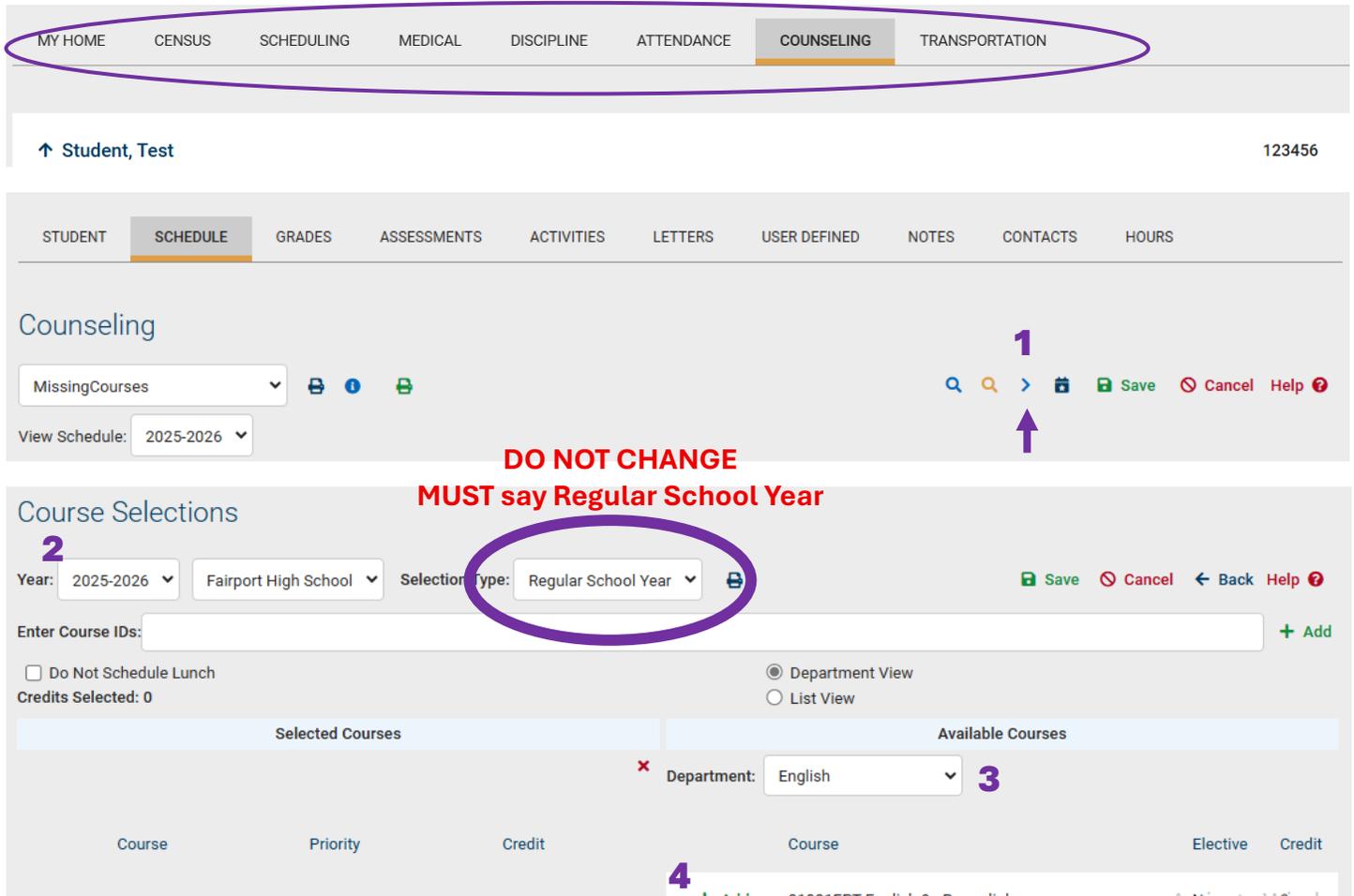
- From the  menu (see previous page), select **User Defined** tab and **+Add**
- Indicate a district contact who can answer questions regarding this student during summer school
- Indicate whether a language interpreter is needed
- If language interpreter, enter the language needed
- Type Course Comment (i.e. Needs period 1)
- Save



The screenshot shows the 'User Defined' tab in the 'Details' form. The 'Further Summer School Information' dropdown is open, and the '+ Add' button is circled in red. Red arrows point to the 'Start Date' field and the 'Course Comments' field.

Step 7: Course Selection

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



1

2

3

4

**DO NOT CHANGE
MUST say Regular School Year**

Change Password (optional)

Home > My Home > Account tab

- Enter your initial password in "Old Password".
- Enter your new password in "New Password".
- Reenter this in "Confirm".
- Click "Change Password" button

