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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](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.

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**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**.

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

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

**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.

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.

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

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.

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**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.

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

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**Tip:**

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

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

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.

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

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.
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 Announcement 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.

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

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

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.

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

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.