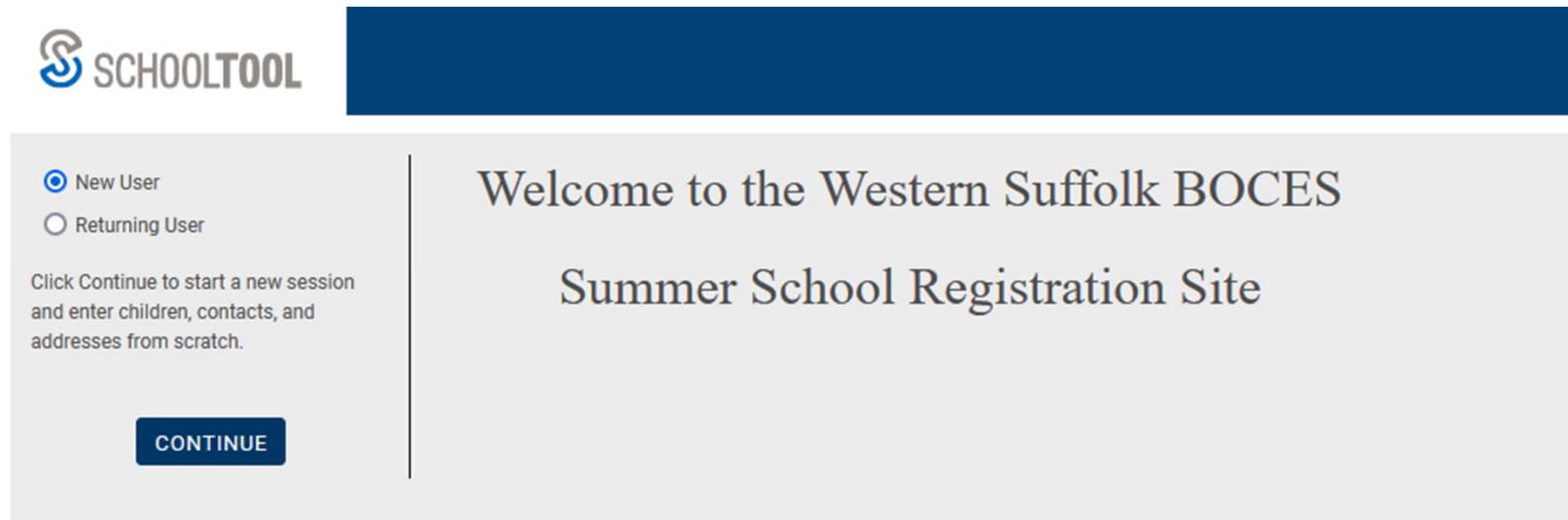




Western Suffolk BOCES  
Summer School  
Online Preregistration

To create a registration for approval, log into the WSB Summer School Registration site at <https://www.schooltool.com/WSB-summer/onlinepreregistration/>

Here you will be able to create a new user account or return to an already created account to edit the submission.



The screenshot shows the SchoolTool logo in the top left corner. Below it, there are two radio button options: "New User" (which is selected) and "Returning User". Below these options is a paragraph of text: "Click Continue to start a new session and enter children, contacts, and addresses from scratch." At the bottom of this section is a blue button labeled "CONTINUE". To the right of this section, the main heading reads "Welcome to the Western Suffolk BOCES Summer School Registration Site".

**NOTE: You will need to perform the following steps for each one of your district students going to WSB summer school**

The home district counselor should follow all prompts and instructions on each screen until they complete all of the necessary and required information.

1. Number of students being registered:

Previous Step Pre-Register Children

[< CANCEL](#)

Use this screen to enter information about your children.

How many children are you registering today? Select One ▾

2. Enter student information:

Previous Step Pre-Register Children Next Step

[< CANCEL](#) [CONTACTS >](#)

Use this screen to enter information about your children.

- Fields with \* are required.
- When complete, click on the "Contacts >" button to continue.

[Click Here to Add Another Child](#)

**Child 1**

First Name: <input type="text"/>	*	Is Hispanic: <input type="checkbox"/>	
Middle Name: <input type="text"/>		Race: <span style="border: 1px solid #ccc; padding: 2px 5px;">Select One ▾</span>	*
Last Name: <input type="text"/>	*	Race 2: <span style="border: 1px solid #ccc; padding: 2px 5px;">Select One ▾</span>	
Child's Email Address: <input type="text"/>		Race 3: <span style="border: 1px solid #ccc; padding: 2px 5px;">Select One ▾</span>	
Child's Cell Phone #: <input type="text"/>		Race 4: <span style="border: 1px solid #ccc; padding: 2px 5px;">Select One ▾</span>	
Gender: <span style="border: 1px solid #ccc; padding: 2px 5px;">SELECT ONE ▾</span>	*	Race 5: <span style="border: 1px solid #ccc; padding: 2px 5px;">Select One ▾</span>	
Date of Birth: <input type="text"/>	*	Primary Language: <span style="border: 1px solid #ccc; padding: 2px 5px;">Select One ▾</span>	*

[Click Here to Remove this Child](#)

### 3. Number of contacts to be added:

Previous Step Pre-Register Contacts

[< CHILDREN](#)

Use this screen to enter information about adults that will be on the contact lists of the previously entered children.  
How many contacts would you like to register today?

### 4. Enter contact information:

Previous Step Pre-Register Contacts Next Step

[< CHILDREN](#) [RELATIONSHIPS >](#)

Use this screen to enter information about adults that will be on the contact lists of the previously entered children.

- Fields with \* are required.
- When complete, click on the "Relationships >" button to continue.

[Click Here to Add Another Contact](#)

**Contact 1**

Salutation:	<input type="text" value="Select One"/>	Email Address:	<input type="text"/>
First Name:	<input type="text"/> *	Cell Phone #:	<input type="text"/>
Middle Name:	<input type="text"/>	Work Phone #:	<input type="text"/>
Last Name:	<input type="text"/> *	Work Phone # Ext:	<input type="text"/>
Gender:	<input type="text" value="Not Specified"/>	Work Phone # Is Listed:	<input checked="" type="checkbox"/>

[Click Here to Remove this Contact](#)

5. Choose primary contact of student and enter relationship of contact to student:

Previous Step Relationships Next Step

< CONTACTS ADDRESSES >

Use this screen to enter information that describes how each contact is related to each child.

- Children are assumed to live with their primary contact.
- Contacts must have a relationship to the child if they are a primary contact, receive mail or have pickup rights.
- Fields with \* are required.
- When complete, click on the "Addresses >" button to continue.

primary contact is  \*

is the student's

Comments:

Receives Mail  
 Can Pickup Child

6. Enter address (including home phone number) information:

Previous Step Residence Addresses Next Step

< RELATIONSHIPS ADDITIONAL INFO >

Use this screen to enter an address for each contact.

- Every contact must have an address and/or home phone number.
- If multiple contacts live at the same address, use the "Same address as another contact" option.
- Fields with \* are required.
- When complete, click on the "Additional Info >" button to continue.

Marge Simpson

House #:  \* Street:  \* Unit #:

Line 2:

City:  \* State:  \* Zip Code:  \*

Home Phone #:  Is Listed:



On the last screen you will receive your session key, create a password and save the session. You can also enter any additional information you would like the WSB registrar to know.

Previous Step      Your Contact Info      Next Step

< OTHER INFO      SAVE >

\* Required

Your session key is **983748**. Please choose a password for your session (must be a minimum of 6 characters with no spaces). Write down both your session key and password. You will need them if you want to return and edit your session later.

Password:  \* Password is required.

Re-Type Password:  \*

Please enter your first name, last name, and a phone number or email address that the registrar can use to contact you if there are any questions about the information you entered during this session.

Your First Name:  \*

Your Last Name:  \*

Your Email Address:

Your Phone Number:

You may enter any additional information you would like the registrar to know in the space below.



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[www.esboces.org](http://www.esboces.org)

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