

## Registration Information for Cooperative Summer School 2017

### Registration

- Online registration begins on Monday, May 22 at 8:00 a.m. and ends on Thursday, June 29 at noon.
- **Middle School Counselors – NEW** Student Academic Profile Form should be completed by ELA and/or math teachers and emailed by counselor to: [boces\\_cooperative\\_summer\\_school@boces.monroe.edu](mailto:boces_cooperative_summer_school@boces.monroe.edu)
- BOCES will be emailing a temporary password to counselors prior to May 22.
- Include a parent/guardian phone number in student profile so we can communicate with parents especially in case of emergency.
- Use the comment box to share other important information about a student.
- **Students enrolled in a review class will automatically be enrolled in the exam (you do NOT need to register them separately for the exam).**
- **Check the box “Regents” for “test type” if a student registered for a remedial class needs to take the Regents (when you check this box you DO NOT have to register them separately for the exam).**
- Students registering for the Earth Science Regents Exam are required to take the lab practical portion on Tuesday, August 8 or Wednesday, August 9.
- For information please view the summer school website at <http://summerschool.monroe.edu>. Schedules will be printed and mailed to students on July 5.
- **Late registration forms** will be accepted by email at [boces\\_cooperative\\_summer\\_school@boces.monroe.edu](mailto:boces_cooperative_summer_school@boces.monroe.edu). Forms are available on the website.
- Final registration for Regents Exams **ends on Friday, July 14 at Noon.**

### Student Management

- Please help communicate the attendance policy and Code of Conduct for summer school with students. All communication about extenuating circumstances is welcomed!
- Vacations are not an acceptable excuse for missing class.
- Violence, drugs, harassment and threats will result in unconditional expulsion from summer school.

### Students with IEP's, 504's and ELL Needs

- All students with an IEP or 504 Plan need to be identified during the registration process. Districts must give permission for BOCES to access IEP's for students by **7/7/17**.
- For all ELL students, we require an ESOL contact name and number and whether they need an interpreter for the exam. Please have this information gathered prior to registering or you will be unable to complete the registration process.

### Contact Information

- Prior to July 11, please email principals or call/email the director with any questions.

**Site:** Penfield High School

**Principal:** Joel Menchel

[Joel\\_menchel@pittsford.monroe.edu](mailto:Joel_menchel@pittsford.monroe.edu)

**Districts:** Fairport, Honeoye Falls-Lima, Penfield, Pittsford

**East Irondequoit Middle School**

**Terry Reynolds**

[Terry\\_Reynolds@eastiron.monroe.edu](mailto:Terry_Reynolds@eastiron.monroe.edu)

East Irondequoit, East Rochester, Webster

<http://summerschool.monroe.edu>  
[boces\\_cooperative\\_summer\\_school@boces.monroe.edu](mailto:boces_cooperative_summer_school@boces.monroe.edu)