Monroe 1 Cooperative Summer School

Summer School on-line Registration System

This On-line Registration System developed by Monroe #1 BOCES is a fast, secure method of registering students for Summer School courses. The Web address is [http://summerschool.monroe.edu](http://summerschool.monroe.edu). Parents, as well as students, can access this site, but the registration page is limited to those with an assigned summer school password.

Use the Registration System link to begin
Login

Next, click the Register Students link

Type in the student’s last name and click Submit Request.
Any student with that last name will be listed. Click **Edit** for the appropriate student. You must click **Edit** and verify the following: **Hispanic - Y/N; Special Ed - Y/N; If Yes, select IEP or 504**. Also review all fields with an "*" as they are required. Click Save Record when done.
Now click on the **Register** link to sign the students up for their summer school course requests.

- Use the drop arrow next to Select Course to make your first course selection.
- Click the “**Submit Student Course Request**” button to add your first course request.
- Continue with the above process until you have completed all of the student’s course requests.
- **NOTE:** Regents exams, Common Core Exams and RCT Exams are separate Course Requests.

Once you done, you can print a schedule of the students course requests. However, this does not mean that the student will get into that course.

Official Summer Schools Schedules will be mailed by Monroe 1 BOCES before the start of Summer School.

You can also Send “**Counselor Remarks**” by clicking on that bottom. The Remarks will go directly via email to the appropriate Principal.
If a student changes their mind and you need to drop them from a course:

- Search for them
- Click the Register
- Under Courses Requested by, click the edit/drop
- Use drop down arrow for Drop and select yes.
- Click Update
- You are now back on the Successful Registration screen.

If the student needs another course, use the **Back to Same Student** button. If not, use the **Go to Different Student** button, or the **Send Counselor Remarks** button.
If you search for a student by last name and they do not come up in the search results, click on the **Add New Student**.

**Add A New Student Record**

- Any field that has an asterisk next to it is a required field and must be filled in.
- Student Number is the student ID number from your student management product.
- Be sure to indicate if the student is Special Ed – Y/N and if so, what is the Special Ed Classification – IEP or 504