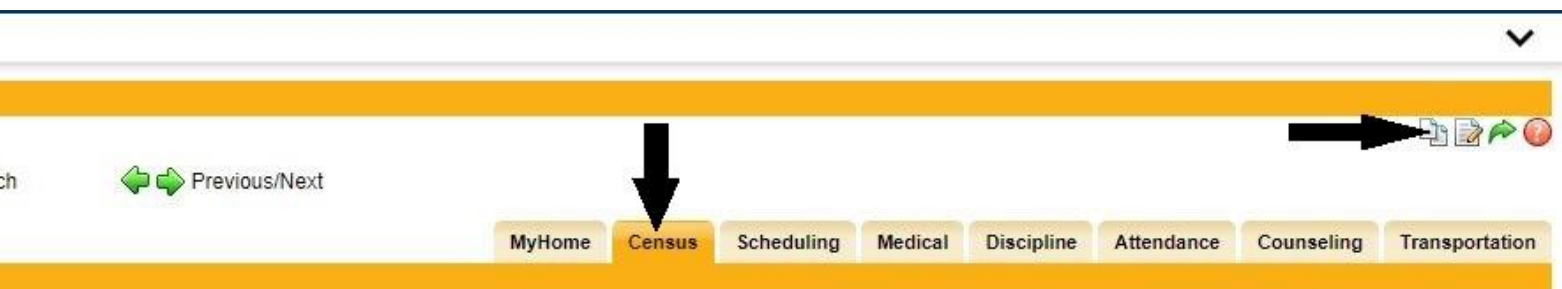READiTEC School Tool Registration

Data Transfer

** Only NEW students that have been accepted into the READiTEC program should have their data transferred by their school counselor. If you have questions about a student's acceptance status please contact Meghan Dineen at mdineen@herkimer-boces.org.

## Registering a student using Data Transfer:

First search for the student whose data you want to transfer. Once in a student record select the CENSUS tab. Then select the DOUBLE PAPER icon in the upper right corner to initiate transfer.



From the dropdown box select Herkimer BOCES as the district you are transmitting data to. Then click "Transmit."

Under "Additional Information Requested" be sure to UNCHECK course selection and CHECK READiTEC *(DO NOT select any other boxes)*. Be sure to complete all the required questions full by clicking the dropdown boxes and selecting the appropriate answers.

**ADDITIONAL INFORMATION REQUESTED**

Additional Information f[...]

☒ Course Selection    ☑ READiTEC    ☐ Herkimer BOCES Registration Form
☐ PTECH Registration   ☐ CTE Registration Form

**READiTEC**

SCHOOL YEAR YOU ARE REGISTERING STUDENT FOR:
[ 2021-2022 ▾ ] *

PROGRAM ENTRY GRADE LEVEL:
[ Select Grade ▾ ] *

IEP/504 PLAN:
[ Select One ▾ ] *

BEHAVIORAL INTERVENTION PLAN:
[ Select One ▾ ] *

ELL SERVICES:
[ Select One ▾ ] *

DOES THE STUDENT HAVE ANY MEDICAL CONDITIONS OR ALLERGIES, REQUIREMENTS, MEDICATIONS, OR ANYTHING ELSE THE TEACHER SHOULD KNOW ABOUT?

***IMPORTANT***

Be sure that you select the appropriate **GRADE** level the student is **ENTERING** for **UPCOMING** school year.

Once all sections have been completed, please select TRANSMIT to finalize the data transfer.

IF "YES" WAS SELECTED ABOVE, PLEASE PROVIDE DETAILS IN THE BOX PROVIDED:

[                                        ]

PLEASE PROVIDE CLEARTRACK LOCAL STUDENT ID # (LOCATED ON THE STUDENT IEP/504 PLAN) **IF THIS QUESTION DOES NOT APPLY - PLEASE INDICATE "N/A" IN THE TEXT BOX.

[                        ] *

[ Transmit ] ◄