



Instructional Programs

Memo

To: Principals
Guidance Counselors
CSE Chairs

From: Tom McNair, Assistant Superintendent for Instruction

Re: BOCES Enrollment Information

Enclosed you will find the following for the 2023-2024 school year:

1. Procedures to enroll a student in a BOCES program.
2. A list of BOCES principals and/or designees, as of March 2023. This chart also includes the Instructional hours for BOCES programs.
3. A list of BOCES programs/sites.
4. Approved tuition rates.
5. The NEW student enrollment form to be used for all 2023-24 enrollments. This form can be printed off for manual entry or completed online and submitted electronically to the Student Data Center.

Please review this information and contact the BOCES principal or designee for assistance with enrolling your students.

BROOME-TIOGA BOCES Enrollment Procedures for the 2023-2024 School Year

1. School district personnel should:

- A. Be aware of financial information: Final Request for Services Purchased/Slots Available in program.
- B. Contact the BOCES site principal or designee to determine the following:
 - 1. Appropriate placement for student
 - 2. An available "seat" in the program
 - 3. A student acceptance letter
 - 4. Start date for student

2. Please provide the following information for ALL students:

- A. BOCES enrollment form with accurate COHORT year
- B. **District health record (Immunization/Screenings/Physicals)**
- C. Current district transcript (for HS Students – to include Regents Scores)
- D. Current district course schedule where applicable
- E. Current district report card
- F. Individual student diagnostic report for 3-8 Assessments
- G. Completed copy of free/reduced lunch form
- H. District ISS/OSS Report for Student – if student is enrolled after the start of the school year
- I. Additional information is required for the following student types:

Student Type	Additional Information Required
Special Education	IEP, Psychological & Social History, Transition Plan/Student Exit Summary, BIP
New Visions	NV Program Application
Reclaim	Additional Material required (contact Reclaim Administrator)
GED (16-18 Yrs old where applicable)	Form B Variance
Adolescent Day Treatment	Additional Approval by Greater Binghamton Health Center
Related Services	IEP & Prescriptions
Community Based Work Experience	Work Based Learning Profile, IEP, BIP

PLEASE NOTE:

A current BOCES enrollment form* is required **each school year for all students** whether students are new to BOCES or returning. For multiple programs, please provide all program information on one enrollment form (i.e., CTE course & GED Program).

Final acceptance into a BOCES program is determined **after final review of the student's records has been completed** by the BOCES principal or designee. **A letter of acceptance will be sent.**

Entry is typically arranged for Mondays.

3. After arranging enrollment with BOCES principal or designee, please send ALL paperwork directly to:

Broome-Tioga BOCES
Student Data Center Mail Code # 20
435 Glenwood Road, Binghamton NY 13905

FAX: **607-763-3614**
EMAIL: **sdcbtbooces.org**

* We have also provided your district with an electronic enrollment form that can be completed and submitted via email. If you have questions regarding this procedure, please contact the BOCES Student Data Center.