



# **Nassau BOCES Letter of Intent**

## **Web-based Submission Procedures**

**April 2023**

User Reference

Beginning on or about April 3, 2023, the Nassau BOCES web-based Letter of Intent for 2023/24 requests for Nassau BOCES services will be available. We do not accept paper submissions of the Letter of Intent. The web-based form is password protected. If you need assistance with your password, please contact Susan Kuhn at [SKuhn@nasboces.org](mailto:SKuhn@nasboces.org) or Andrew Shainman at [AShainman@nasboces.org](mailto:AShainman@nasboces.org). Please be sure to include a telephone number where you can be reached in your email. All amendments submitted after the official submission will be entered electronically by Susan or Andrew.

### **Instructions for using the web form.**

When using either **Microsoft Edge** or **Google Chrome** web browser to prepare the eLOI, please be sure to clear your internet cache, as shown below, to ensure proper calculations within the application:

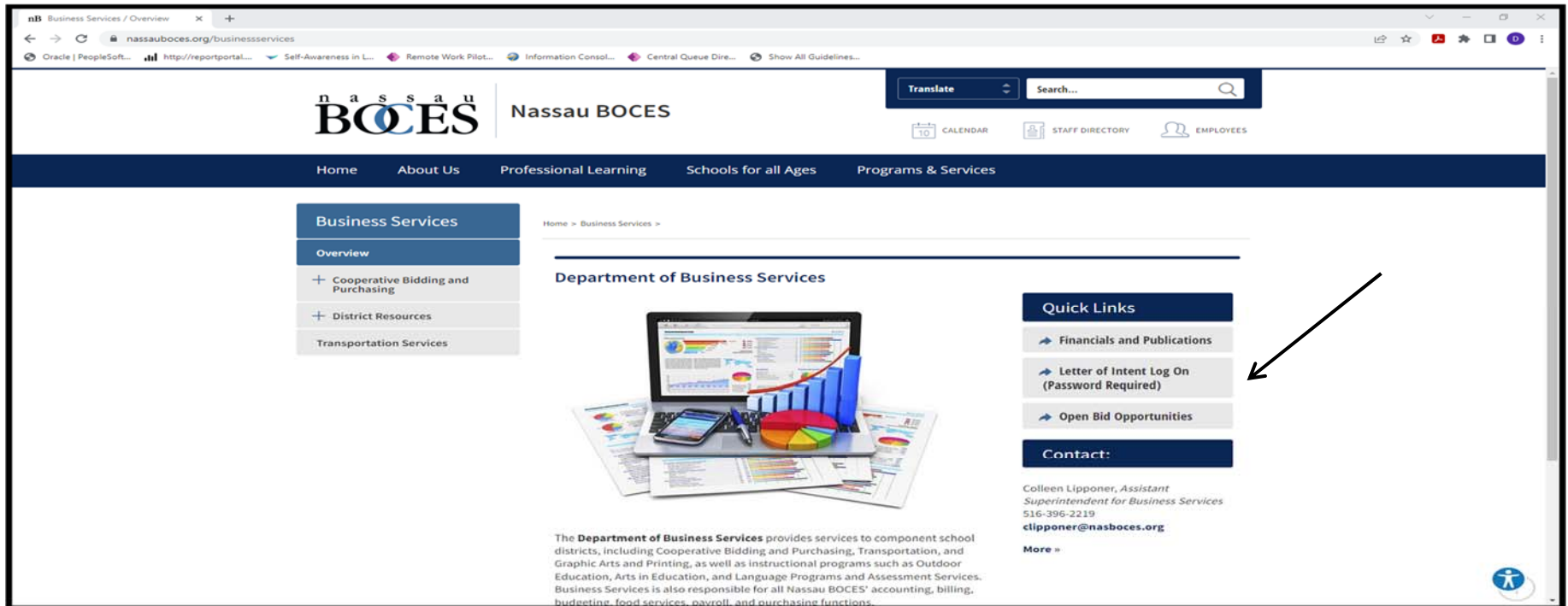
#### **Microsoft Edge**

1. On your computer, open Microsoft Edge.
2. Click on the "Menu" in the upper right corner of Microsoft Edge and open the Browser setting. You can recognize the menu by the three stacked dots.
3. Then go to Settings and click the "Privacy, search and services" item in the left menu.
4. Here, under "Clear browser data," click on "Choose what to clear" and a pop-up window will appear.
5. In the Time range, keep "All time" selected and check the "Cached images and files" option. Confirm the selection by clicking the "Clear now" button.

#### **Google Chrome**

1. On your computer, open Chrome.
2. At the top right, click More.
3. Click More tools Clear browsing data.
4. At the top, choose a time range. To delete everything, select All time.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click Clear data.

- Go to the Nassau BOCES webpage at [www.nassauboces.org](http://www.nassauboces.org). At the bottom of the home page screen click on “Business Services”. On the right side under the Quick Links heading choose “Letter of Intent Log On”. This will bring you to the web-based Letter of Intent.




Click on the Open Letter of Intent button. If you do not pass the System Diagnostics, please call Susan Kuhn at 516-396-2318 or Andrew Shainman at 516-396-2334. We will provide you technical help to assist you in getting into the program.

| System Diagnostics |                        |        |
|--------------------|------------------------|--------|
| REQUIREMENT        | YOUR SYSTEM            | PASSED |
| Operating System   | Windows NT             | ✓      |
| - Screen Size      | 1280x1024              | ✓      |
| Web Browser        | Internet Explorer 11.0 | ✓      |
| - JavaScript       | Enabled                | ✓      |
| - Popup Windows    | Enabled                | ✓      |
| - Cookies          | Enabled                | ✓      |

Open Letter of Intent

- Log in to the system using the account ID and password provided to you. Make sure you are in the correct School Year 2023-24. The account ID for a district is the first eight letters of your district name with: – si for Superintendent, – bo for Business Official, and – sr for Service Requestor. For example, the account IDs for Baldwin would be baldwin-si, baldwin-bo and baldwin-sr.

| Login   |                          |
|---|--------------------------|
|  | Please Log In below:     |
|   | SCHOOL YEAR<br>2022-2023 |
|   | ACCOUNT ID               |
|   | PASSWORD                 |
|   | INITIALS                 |
| Reset Passwords Log In Cancel   |                          |

- After you have successfully logged in you will be at your home page. This page provides you with a snapshot of the BOCES services that your district has subscribed to in 2022/23 as well as some of the projected charges for 2023/24 that we are aware of.

The home page also has a Message Board from BOCES where we will post additional information. The home page provides you with a log of the activity reporting the dates and times that all users were in the Letter of Intent. The Index button can be helpful in finding where a particular service is located. The Budget button will list the services you have requested, organized by your district sort code (you must enter each sort code under the service line for this to work). The Summary button will list the services, organized by Nassau BOCES service codes. Finally in the middle of the home page the Superintendent and the Business Official have the ability to change their password. Service requestors cannot change their password, but the Superintendent or Business Official can change it for them.

### Departmental Snapshot

| DEPT                   | VIEW | EDIT | 2021-2022 | 2022-2023 |
|------------------------|------|------|-----------|-----------|
| <a href="#">Admin</a>  |      |      | \$0       | \$0       |
| <a href="#">ATHL</a>   |      |      | \$0       | \$0       |
| <a href="#">CC</a>     |      |      | \$0       | \$0       |
| <a href="#">CIT-1A</a> |      |      | \$0       | \$0       |
| <a href="#">CIT-1B</a> |      |      | \$0       | \$0       |
| <a href="#">CIT-2</a>  |      |      | \$13,319  | \$13,319  |
| <a href="#">CIT-3</a>  |      |      | \$0       | \$0       |
| <a href="#">CIT-4a</a> |      |      | \$100     | \$0       |
| <a href="#">CIT-4b</a> |      |      | \$0       | \$0       |
| <a href="#">CIT-5</a>  |      |      | \$0       | \$0       |
| <a href="#">CIT-6</a>  |      |      | \$0       | \$0       |
| <a href="#">CIT-7a</a> |      |      | \$0       | \$0       |
| <a href="#">CIT-7b</a> |      |      | \$0       | \$0       |
| <a href="#">CIT-7c</a> |      |      | \$0       | \$0       |
| <a href="#">CIT-7d</a> |      |      | \$0       | \$0       |
| <a href="#">CIT-7e</a> |      |      | \$0       | \$0       |
| <a href="#">CIT-8</a>  |      |      | \$0       | \$0       |
| <a href="#">CIT-9</a>  |      |      | \$12,017  | \$0       |
| <a href="#">CIT-10</a> |      |      | \$0       | \$0       |
| <a href="#">CTE</a>    |      |      | \$0       | \$206,746 |
| <a href="#">RSIP</a>   |      |      | \$0       | \$0       |
| <a href="#">SE-1</a>   |      |      | \$0       | \$0       |
| <a href="#">SE-2</a>   |      |      | \$0       | \$0       |
| <a href="#">SE-3</a>   |      |      | \$0       | \$0       |
| <a href="#">SS</a>     |      |      | \$0       | \$3,675   |
| <a href="#">TS</a>     |      |      | \$0       | \$0       |
|                        |      |      | \$25,436  | \$223,740 |

The business official **has not** yet approved this Letter of Intent.

You **have not** yet approved this Letter of Intent.

☐ I have read and agree to the [Important Notice](#).

### Messages from BOCES

Your Password:  New Password:  Confirm:  [Change](#)

Service Requestor Password:  New Password:  Confirm:  [Change](#)

[LOI](#) [LOI Totals](#) [Summary](#) [Budget](#) [Index](#)

### Recent Activity

| DATE                | NAME | TIER | DEPT | ACTION                           |
|---------------------|------|------|------|----------------------------------|
| 4/4/2022 9:43:14 AM | bf   | S1   |      | User has logged into the system. |

[View All Activity](#)

- You may now access the detail within the Letter of Intent. As you scroll over the blue font links you can read notes that will assist you in understanding each of the schedules.

|  |  |  |          |          |
|--|--|--|----------|----------|
| <a href="#">CIT-5</a>  |  |  | \$8,500  | \$8,500  |
| <a href="#">CIT-6</a>  |  |  | \$53,343 | \$54,142 |
| <a href="#">CIT-7</a>  |  |  | \$8,178  | \$4,500  |
| <b>Department of Curriculum, Instruction and Technology - Fee Schedule 6</b><br>Health and Allied Services (Coser 550) provides health services to non-public schools. We are ready to assist you with an array of comprehensive services including health office (nurses and physicians), psychology, social work and speech improvement. |  |  |          |          |
| <a href="#">CIT-8</a>  |  |  | \$11,477 | \$11,592 |

- If you click on the magnifying glass on any schedule, you will view a print version of the schedule you have accessed. At the bottom of this page you can click on the print version button for a copy or you may exit to return to your home page.

| DEPT  | VIEW | EDIT |                                  |             |      |  |               |  |        |
|---|------|------|----------------------------------|-------------|------|--|---------------|--|--------|
| <a href="#">Admin</a>                                 |      |      | N. West. Destination             | 574.490     |      |  | \$0.00        |  | \$0.00 |
| <a href="#">ATHL</a>                                  |      |      | Logus Printing                   | 583.490     |      |  | \$0.00        |  | \$0.00 |
| <a href="#">CC</a>                                    |      |      | III - GASB 45 Planning           | 622.490     |      |  | \$0.00        |  | \$0.00 |
| <a href="#">CIT-1</a>                                 |      |      | N. Westchester - On              | 625.490     | 1430 |  | \$2,800.00    |  | \$0.00 |
|   |      |      | lication System                  |             |      |  |               |  |        |
|   |      |      | Planning Services -              | 626.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      | ent                              |             |      |  |               |  |        |
|   |      |      | Questar III - State Aid Planning | 628.490     | 1310 |  | \$3,170.00    |  | \$0.00 |
|   |      |      | WSWHE Planning Service           | 629.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      | Orange-Ulster Purchasing         | 632.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      | CAP Negotiations Service         | 642.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      | Clinton Essex GASB 45            | 643.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      | CAP Region GASB 45               | 644.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      | Management                       |             |      |  |               |  |        |
|   |      |      | Broome Communication &           | 646.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      | Productivity Service             |             |      |  |               |  |        |
|   |      |      | Erie 1 - Board Policy Handbook   | 657.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      | Putnam Staff Devel on Site       | 673.490     |      |  | \$0.00        |  | \$0.00 |
|   |      |      |                                  |             |      |  |               |  |        |
|   |      |      |                                  | 2017-2018   |      |  | 2018-2019     |  |        |
| Grand Totals:   |      |      |                                  | \$74,809.00 |      |  | \$0.00        |  |        |
| * Dir. Pg. = BOCES Directory of Services page number. |      |      |                                  |             |      |  |               |  |        |
|   |      |      |                                  | Print All   |      |  | Print Version |  |        |
|   |      |      |                                  |             |      |  | Exit          |  |        |

- If you click on the pencil, you will be in the edit mode for a Nassau BOCES department and may begin signing up for services. The services that your district is signed up for currently may be seen in the 2022/23 columns. For programs with monthly tuition charges (such as Special Education, and Transportation), you will see the actual number of students in the program for 2022/23 to assist you in estimating the enrollment for 2023/24. The program will do the calculations and update your homepage with the projected costs. **Be sure to click save or save and exit when you are done.**

| Category | Icon | Program Name | Dir. Pg. | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 | 2032-33 | 2033-34 | 2034-35 | 2035-36 | 2036-37 | 2037-38 | 2038-39 | 2039-40 | 2040-41 | 2041-42 | 2042-43 | 2043-44 | 2044-45 | 2045-46 | 2046-47 | 2047-48 | 2048-49 | 2049-50 | 2050-51 | 2051-52 | 2052-53 | 2053-54 | 2054-55 | 2055-56 | 2056-57 | 2057-58 | 2058-59 | 2059-60 | 2060-61 | 2061-62 | 2062-63 | 2063-64 | 2064-65 | 2065-66 | 2066-67 | 2067-68 | 2068-69 | 2069-70 | 2070-71 | 2071-72 | 2072-73 | 2073-74 | 2074-75 | 2075-76 | 2076-77 | 2077-78 | 2078-79 | 2079-80 | 2080-81 | 2081-82 | 2082-83 | 2083-84 | 2084-85 | 2085-86 | 2086-87 | 2087-88 | 2088-89 | 2089-90 | 2090-91 | 2091-92 | 2092-93 | 2093-94 | 2094-95 | 2095-96 | 2096-97 | 2097-98 | 2098-99 | 2100-101 | 2101-102 | 2102-103 | 2103-104 | 2104-105 | 2105-106 | 2106-107 | 2107-108 | 2108-109 | 2109-110 | 2110-111 | 2111-112 | 2112-113 | 2113-114 | 2114-115 | 2115-116 | 2116-117 | 2117-118 | 2118-119 | 2119-120 | 2120-121 | 2121-122 | 2122-123 | 2123-124 | 2124-125 | 2125-126 | 2126-127 | 2127-128 | 2128-129 | 2129-130 | 2130-131 | 2131-132 | 2132-133 | 2133-134 | 2134-135 | 2135-136 | 2136-137 | 2137-138 | 2138-139 | 2139-140 | 2140-141 | 2141-142 | 2142-143 | 2143-144 | 2144-145 | 2145-146 | 2146-147 | 2147-148 | 2148-149 | 2149-150 | 2150-151 | 2151-152 | 2152-153 | 2153-154 | 2154-155 | 2155-156 | 2156-157 | 2157-158 | 2158-159 | 2159-160 | 2160-161 | 2161-162 | 2162-163 | 2163-164 | 2164-165 | 2165-166 | 2166-167 | 2167-168 | 2168-169 | 2169-170 | 2170-171 | 2171-172 | 2172-173 | 2173-174 | 2174-175 | 2175-176 | 2176-177 | 2177-178 | 2178-179 | 2179-180 | 2180-181 | 2181-182 | 2182-183 | 2183-184 | 2184-185 | 2185-186 | 2186-187 | 2187-188 | 2188-189 | 2189-190 | 2190-191 | 2191-192 | 2192-193 | 2193-194 | 2194-195 | 2195-196 | 2196-197 | 2197-198 | 2198-199 | 2199-200 | 2200-201 | 2201-202 | 2202-203 | 2203-204 | 2204-205 | 2205-206 | 2206-207 | 2207-208 | 2208-209 | 2209-210 | 2210-211 | 2211-212 | 2212-213 | 2213-214 | 2214-215 | 2215-216 | 2216-217 | 2217-218 | 2218-219 | 2219-220 | 2220-221 | 2221-222 | 2222-223 | 2223-224 | 2224-225 | 2225-226 | 2226-227 | 2227-228 | 2228-229 | 2229-230 | 2230-231 | 2231-232 | 2232-233 | 2233-234 | 2234-235 | 2235-236 | 2236-237 | 2237-238 | 2238-239 | 2239-240 | 2240-241 | 2241-242 | 2242-243 | 2243-244 | 2244-245 | 2245-246 | 2246-247 | 2247-248 | 2248-249 | 2249-250 | 2250-251 | 2251-252 | 2252-253 | 2253-254 | 2254-255 | 2255-256 | 2256-257 | 2257-258 | 2258-259 | 2259-260 | 2260-261 | 2261-262 | 2262-263 | 2263-264 | 2264-265 | 2265-266 | 2266-267 | 2267-268 | 2268-269 | 2269-270 | 2270-271 | 2271-272 | 2272-273 | 2273-274 | 2274-275 | 2275-276 | 2276-277 | 2277-278 | 2278-279 | 2279-280 | 2280-281 | 2281-282 | 2282-283 | 2283-284 | 2284-285 | 2285-286 | 2286-287 | 2287-288 | 2288-289 | 2289-290 | 2290-291 | 2291-292 | 2292-293 | 2293-294 | 2294-295 | 2295-296 | 2296-297 | 2297-298 | 2298-299 | 2299-300 | 2300-301 | 2301-302 | 2302-303 | 2303-304 | 2304-305 | 2305-306 | 2306-307 | 2307-308 | 2308-309 | 2309-310 | 2310-311 | 2311-312 | 2312-313 | 2313-314 | 2314-315 | 2315-316 | 2316-317 | 2317-318 | 2318-319 | 2319-320 | 2320-321 | 2321-322 | 2322-323 | 2323-324 | 2324-325 | 2325-326 | 2326-327 | 2327-328 | 2328-329 | 2329-330 | 2330-331 | 2331-332 | 2332-333 | 2333-334 | 2334-335 | 2335-336 | 2336-337 | 2337-338 | 2338-339 | 2339-340 | 2340-341 | 2341-342 | 2342-343 | 2343-344 | 2344-345 | 2345-346 | 2346-347 | 2347-348 | 2348-349 | 2349-350 | 2350-351 | 2351-352 | 2352-353 | 2353-354 | 2354-355 | 2355-356 | 2356-357 | 2357-358 | 2358-359 | 2359-360 | 2360-361 | 2361-362 | 2362-363 | 2363-364 | 2364-365 | 2365-366 | 2366-367 | 2367-368 | 2368-369 | 2369-370 | 2370-371 | 2371-372 | 2372-373 | 2373-374 | 2374-375 | 2375-376 | 2376-377 | 2377-378 | 2378-379 | 2379-380 | 2380-381 | 2381-382 | 2382-383 | 2383-384 | 2384-385 | 2385-386 | 2386-387 | 2387-388 | 2388-389 | 2389-390 | 2390-391 | 2391-392 | 2392-393 | 2393-394 | 2394-395 | 2395-396 | 2396-397 | 2397-398 | 2398-399 | 2399-400 | 2400-401 | 2401-402 | 2402-403 | 2403-404 | 2404-405 | 2405-406 | 2406-407 | 2407-408 | 2408-409 | 2409-410 | 2410-411 | 2411-412 | 2412-413 | 2413-414 | 2414-415 | 2415-416 | 2416-417 | 2417-418 | 2418-419 | 2419-420 | 2420-421 | 2421-422 | 2422-423 | 2423-424 | 2424-425 | 2425-426 | 2426-427 | 2427-428 | 2428-429 | 2429-430 | 2430-431 | 2431-432 | 2432-433 | 2433-434 | 2434-435 | 2435-436 | 2436-437 | 2437-438 | 2438-439 | 2439-440 | 2440-441 | 2441-442 | 2442-443 | 2443-444 | 2444-445 | 2445-446 | 2446-447 | 2447-448 | 2448-449 | 2449-450 | 2450-451 | 2451-452 | 2452-453 | 2453-454 | 2454-455 | 2455-456 | 2456-457 | 2457-458 | 2458-459 | 2459-460 | 2460-461 | 2461-462 | 2462-463 | 2463-464 | 2464-465 | 2465-466 | 2466-467 | 2467-468 | 2468-469 | 2469-470 | 2470-471 | 2471-472 | 2472-473 | 2473-474 | 2474-475 | 2475-476 | 2476-477 | 2477-478 | 2478-479 | 2479-480 | 2480-481 | 2481-482 | 2482-483 | 2483-484 | 2484-485 | 2485-486 | 2486-487 | 2487-488 | 2488-489 | 2489-490 | 2490-491 | 2491-492 | 2492-493 | 2493-494 | 2494-495 | 2495-496 | 2496-497 | 2497-498 | 2498-499 | 2499-500 | 2500-501 | 2501-502 | 2502-503 | 2503-504 | 2504-505 | 2505-506 | 2506-507 | 2507-508 | 2508-509 | 2509-510 | 2510-511 | 2511-512 | 2512-513 | 2513-514 | 2514-515 | 2515-516 | 2516-517 | 2517-518 | 2518-519 | 2519-520 | 2520-521 | 2521-522 | 2522-523 | 2523-524 | 2524-525 | 2525-526 | 2526-527 | 2527-528 | 2528-529 | 2529-530 | 2530-531 | 2531-532 | 2532-533 | 2533-534 | 2534-535 | 2535-536 | 2536-537 | 2537-538 | 2538-539 | 2539-540 | 2540-541 | 2541-542 | 2542-543 | 2543-544 | 2544-545 | 2545-546 | 2546-547 | 2547-548 | 2548-549 | 2549-550 | 2550-551 | 2551-552 | 2552-553 | 2553-554 | 2554-555 | 2555-556 | 2556-557 | 2557-558 | 2558-559 | 2559-560 | 2560-561 | 2561-562 | 2562-563 | 2563-564 | 2564-565 | 2565-566 | 2566-567 | 2567-568 | 2568-569 | 2569-570 | 2570-571 | 2571-572 | 2572-573 | 2573-574 | 2574-575 | 2575-576 | 2576-577 | 2577-578 | 2578-579 | 2579-580 | 2580-581 | 2581-582 | 2582-583 | 2583-584 | 2584-585 | 2585-586 | 2586-587 | 2587-588 | 2588-589 | 2589-590 | 2590-591 | 2591-592 | 2592-593 | 2593-594 | 2594-595 | 2595-596 | 2596-597 | 2597-598 | 2598-599 | 2599-600 | 2600-601 | 2601-602 | 2602-603 | 2603-604 | 2604-605 | 2605-606 | 2606-607 | 2607-608 | 2608-609 | 2609-610 | 2610-611 | 2611-612 | 2612-613 | 2613-614 | 2614-615 | 2615-616 | 2616-617 | 2617-618 | 2618-619 | 2619-620 | 2620-621 | 2621-622 | 2622-623 | 2623-624 | 2624-625 | 2625-626 | 2626-627 | 2627-628 | 2628-629 | 2629-630 | 2630-631 | 2631-632 | 2632-633 | 2633-634 | 2634-635 | 2635-636 | 2636-637 | 2637-638 | 2638-639 | 2639-640 | 2640-641 | 2641-642 | 2642-643 | 2643-644 | 2644-645 | 2645-646 | 2646-647 | 2647-648 | 2648-649 | 2649-650 | 2650-651 | 2651-652 | 2652-653 | 2653-654 | 2654-655 | 2655-656 | 2656-657 | 2657-658 | 2658-659 | 2659-660 | 2660-661 | 2661-662 | 2662-663 | 2663-664 | 2664-665 | 2665-666 | 2666-667 | 2667-668 | 2668-669 | 2669-670 | 2670-671 | 2671-672 | 2672-673 | 2673-674 | 2674-675 | 2675-676 | 2676-677 | 2677-678 | 2678-679 | 2679-680 | 2680-681 | 2681-682 | 2682-683 | 2683-684 | 2684-685 | 2685-686 | 2686-687 | 2687-688 | 2688-689 | 2689-690 | 2690-691 | 2691-692 | 2692-693 | 2693-694 | 2694-695 | 2695-696 | 2696-697 | 2697-698 | 2698-699 | 2699-700 | 2700-701 | 2701-702 | 2702-703 | 2703-704 | 2704-705 | 2705-706 | 2706-707 | 2707-708 | 2708-709 | 2709-710 | 2710-711 | 2711-712 | 2712-713 | 2713-714 | 2714-715 | 2715-716 | 2716-717 | 2717-718 | 2718-719 | 2719-720 | 2720-721 | 2721-722 | 2722-723 | 2723-724 | 2724-725 | 2725-726 | 2726-727 | 2727-728 | 2728-729 | 2729-730 | 2730-731 | 2731-732 | 2732-733 | 2733-734 | 2734-735 | 2735-736 | 2736-737 | 2737-738 | 2738-739 | 2739-740 | 2740-741 | 2741-742 | 2742-743 | 2743-744 | 2744-745 | 2745-746 | 2746-747 | 2747-748 | 2748-749 | 2749-750 | 2750-751 | 2751-752 | 2752-753 | 2753-754 | 2754-755 | 2755-756 | 2756-757 | 2757-758 | 2758-759 | 2759-760 | 2760-761 | 2761-762 | 2762-763 | 2763-764 | 2764-765 | 2765-766 | 2766-767 | 2767-768 | 2768-769 | 2769-770 | 2770-771 | 2771-772 | 2772-773 | 2773-774 | 2774-775 | 2775-776 | 2776-777 | 2777-778 | 2778-779 | 2779-780 | 2780-781 | 2781-782 | 2782-783 | 2783-784 | 2784-785 | 2785-786 | 2786-787 | 2787-788 | 2788-789 | 2789-790 | 2790-791 | 2791-792 | 2792-793 | 2793-794 | 2794-795 | 2795-796 | 2796-797 | 2797-798 | 2798-799 | 2799-800 | 2800-801 | 2801-802 | 2802-803 | 2803-804 | 2804-805 | 2805-806 | 2806-807 | 2807-808 | 2808-809 | 2809-810 | 2810-811 | 2811-812 | 2812-813 | 2813-814 | 2814-815 | 2815-816 | 2816-817 | 2817-818 | 2818-819 | 2819-820 | 2820-821 | 2821-822 | 2822-823 | 2823-824 | 2824-825 | 2825-826 | 2826-827 | 2827-828 | 2828-829 | 2829-830 | 2830-831 | 2831-832 | 2832-833 | 2833-834 | 2834-835 | 2835-836 | 2836-837 | 2837-838 | 2838-839 | 2839-840 | 2840-841 | 2841-842 | 2842-843 | 2843-844 | 2844-845 | 2845-846 | 2846-847 | 2847-848 | 2848-849 | 2849-850 | 2850-851 | 2851-852 | 2852-853 | 2853-854 | 2854-855 | 2855-856 | 2856-857 | 2857-858 | 2858-859 | 2859-860 | 2860-861 | 2861-862 | 2862-863 | 2863-864 | 2864-865 | 2865-866 | 2866-867 | 2867-868 | 2868-869 | 2869-870 | 2870-871 | 2871-872 | 2872-873 | 2873-874 | 2874-875 | 2875-876 | 2876-877 | 2877-878 | 2878-879 | 2879-880 | 2880-881 | 2881-882 | 2882-883 | 2883-884 | 2884-885 | 2885-886 | 2886-887 | 2887-888 | 2888-889 | 2889-890 | 2890-891 | 2891-892 | 2892-893 | 2893-894 | 2894-895 |
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- Each BOCES program has been entered into this web-based Letter of Intent. Those with unique fee structures have been programmed into the software so that if a subscription fee is required for a particular service, you must enter it before you will get to an editable field. An example of this can be seen on “CIT-4A” for Arts in Education where you must subscribe to the service before the additional services such as “Artists in Schools” field will become editable.

| Arts in Education   | Dir.<br>Pg.* | BOCES<br>Billing<br>Code | District<br>Budget<br>Code | Subscribed | Fee | Service<br>Provided | Subscribe | Fee       | Projected<br>Service<br>Requested |
|---|--------------|--------------------------|----------------------------|------------|-----|---------------------|-----------|-----------|-----------------------------------|
| T: Subscription<br>N:<br>D: Required for the following ser        | 25           | 403.500                  |                            |            |     | \$3,500.00          | No        | \$3500.00 | \$0.00                            |
| T: Artists in Schools<br>N: Enter costs for all Arts in Edu<br>D: | 25           | 403.010                  |                            |            |     | \$0.00              |           |           | \$0.00                            |
| T: Orchestra Long Island Perfor<br>N:<br>D:                       | 25           | 403.010                  |                            |            |     | \$0.00              |           |           | \$0.00                            |
| T: Nassau County Museum of A<br>N:<br>D:                          | 25           | 403.010                  |                            |            |     | \$0.00              |           |           | \$0.00                            |
| T: Lincoln / Tilles Center Partner<br>N:<br>D:                    | 25           | 403.010                  |                            |            |     | \$0.00              |           |           | \$0.00                            |
| T: Student Festivals - NYSSMA,<br>N:<br>D:                        | 25           | 403.010                  |                            |            |     | \$0.00              |           |           | \$0.00                            |
| T: District Participation Fees - N<br>N:<br>D:                    | 25           | 403.010                  |                            |            |     | \$0.00              |           |           | \$0.00                            |
| T: Art League of Long Island<br>N:<br>D:                          | 25           | 403.010                  |                            |            |     | \$0.00              |           |           | \$0.00                            |

Only if you choose  
“yes” to subscribe will  
you be able to add  
dollar amounts to the  
services listed below.



- Career and Technical Education as you may know uses a three-year rolling average for billing purposes. We use the actual December enrollment to determine the average enrollment for billing. This means that for the 2023/24 fiscal year your district's average enrollment will be calculated using your district's actual December student enrollment for 2022, 2021 and 2020.

In the upper right-hand corner of the CTE page you will find that calculation in the box "Average Student Enrollment". For budgeting purposes, you can go to the section below and enter the actual CTE Skills students that you expect and the remainder will be automatically calculated and that number will appear in the CTE Regular students' line. Please note that the dual enrolled students (those students attending a Nassau BOCES Special Education program and a CTE program) are billed separately. You will find this in a separate section on this schedule.

| Barry Tech and GC Tech<br>Three-year average<br>enrollment  | Dir.<br>Pg.* | BOCES<br>Billing<br>Code | District<br>Budget<br>Code | Average<br>Student<br>Enrollment       |        |        | Average<br>Student<br>Enrollment |        |        |
|---|--------------|--------------------------|----------------------------|--|--------|--------|----------------------------------|--------|--------|
| Average Student Enrollment<br><a href="#">info</a><br>Students enrolled in any of<br>the Skills Programs will be<br>billed at the Skills tuition<br>rate. | 35           |                          |                            | 80                                     | \$0.00 | \$0.00 | 74                               | \$0.00 |        |
| Actual number of students   |              |                          |                            | Actual<br>December<br>2020<br>students |        |        |                                  |        |        |
| Number of students sent<br><a href="#">info</a>   | 35           |                          |                            | 82                                     | \$0.00 | \$0.00 | 0                                | \$0.00 | \$0.00 |

Average student  
enrollment

|  |              |                          |                            | 2020-2021                        |             |              | 2021-2022                        |             |                |
|--|--------------|--------------------------|----------------------------|----------------------------------|-------------|--------------|----------------------------------|-------------|----------------|
| Budget for Average Barry<br>Tech and GC Tech<br>Student Enrollment                     | Dir<br>Pg. * | BOCES<br>Billing<br>Code | District<br>Budget<br>Code | Average<br>Student<br>Enrollment |             |              | Average<br>Student<br>Enrollment |             |                |
| CTE Skills <a href="#">info</a><br>Enter # of skill students<br>only                   | 35           | 102.010                  |                            | 8                                | \$23,654.00 | \$189,232.00 | 0                                | \$24,103.00 | \$0.00         |
| CTE Regular <a href="#">info</a><br>This number will be<br>calculated<br>automatically | 35           | 107.010                  |                            | 72                               | \$13,395.00 | \$964,440.00 | 74                               | \$13,650.00 | \$1,010,100.00 |

Enter # of skills  
students you expect to  
send here.

Once the number of  
skills students has  
been entered in the line  
above, the remainder  
from the Average  
Student Enrollment  
will automatically be  
calculated here.

|   |              |                          |                            | 2020-2021                         |                           |                     | 2021-2022                          |                           |                  |
|---|--------------|--------------------------|----------------------------|-----------------------------------|---------------------------|---------------------|------------------------------------|---------------------------|------------------|
| Dual Enrollment<br>Billed Separately          | Dir<br>Pg. * | BOCES<br>Billing<br>Code | District<br>Budget<br>Code | December<br>Student<br>Enrollment | Tuition<br>per<br>Student | Service<br>Provided | Projected<br>Student<br>Enrollment | Tuition<br>per<br>Student | Pro<br>Se<br>Req |
| Dual Program -Regular<br><a href="#">info</a> |              | 107.010                  |                            | 0                                 | \$6,279.00                | \$0.00              | 0                                  | \$6,511.00                |                  |
| Dual Program - Skills <a href="#">info</a>    |              | 102.010                  |                            | 0                                 | \$9,573.00                | \$0.00              | 0                                  | \$9,927.00                |                  |

- When you have completed signing up for services, there needs to be an approval by the Business Official and the Superintendent. Each one must approve the document before submission. **If either one of these individuals has approved the Letter of Intent, and changes are made after that approval, the checkmark noting approval will automatically be removed and the Letter of Intent must be reapproved.** After both the Business Official and the Superintendent have approved the Letter of Intent, the document is ready for electronic submission to Nassau BOCES.

The first screenshot shows a web application interface with two columns of data. The left column has a header with values \$4,884,267 and \$2,585,118. Below the header, there are three rows. The first row has a small icon and the text 'The business official **has not** yet approved this Letter of Intent.' The second row has a green checkmark icon and the text 'You have approved this Letter of Intent on: 3/2/2006 12:15:36 PM'. The third row has a small icon and the text 'The Letter of Intent requires the approval of both the business official and the superintendent before it can be submitted to BOCES.'

The second screenshot shows the same interface, but the first row now has a green checkmark icon and the text 'You have approved this Letter of Intent on: 3/2/2006 12:18:02 PM'. The second row now has a green checkmark icon and the text 'The superintendent has approved this Letter of Intent on: 3/2/2006 12:15:36 PM'. The third row now has a small icon and the text 'This Letter of Intent is ready for submission to BOCES by the superintendent. Please inform the superintendent that action is needed.'

The third screenshot shows the same interface, but the first row now has a green checkmark icon and the text 'The business official has approved this Letter of Intent on: 3/2/2006 12:18:02 PM'. The second row now has a green checkmark icon and the text 'You have approved this Letter of Intent on: 3/2/2006 12:15:36 PM'. The third row now has a small icon and the text 'Would you like to submit this letter of Intent to BOCES now?'. Below the text is a button labeled 'Submit Letter of Intent'.

Make sure you remember the final step – to submit Letter of Intent. It will not be complete until this step is done.

- After all three steps of the approval process have been completed the Letter of Intent is finalized. It is no longer editable on the web by either the district or by BOCES and the pencil icon in the edit column is removed. All amendments must be made by email and must be approved by either the superintendent or the business official. All revisions will then be posted to the “Amended Letter of Intent” and can only be revised by BOCES personnel.

| Departmental Snapshot |      |      |             |             |
|-----------------------|------|------|-------------|-------------|
| DEPT                  | VIEW | EDIT | 2005-2006   | 2006-2007   |
| Admin                 |      |      | \$653,447   | \$658,062   |
| CC                    |      |      | \$75,027    | \$7,295     |
| CIT-1                 |      |      | \$7,000     | \$24,142    |
| CIT-2                 |      |      | \$10,487    | \$48,137    |
| CIT-3                 |      |      | \$0         | \$0         |
| CIT-4                 |      |      | \$66,525    | \$218,912   |
| CIT-5                 |      |      | \$6,600     | \$6,600     |
| CIT-6                 |      |      | \$40,251    | \$43,914    |
| CIT-7                 |      |      | \$416,803   | \$418,975   |
| CIT-8                 |      |      | \$9,020     | \$9,291     |
| CIT-9                 |      |      | \$0         | \$0         |
| CTE                   |      |      | \$732,900   | \$41,184    |
| IA                    |      |      | \$64,501    | \$53,406    |
| IPAS                  |      |      | \$707,833   | \$0         |
| SE                    |      |      | \$1,651,935 | \$1,020,950 |
| SS                    |      |      | \$65,143    | \$34,250    |
| TS                    |      |      | \$376,795   | \$0         |
|                       |      |      | \$4,884,267 | \$2,585,118 |

The business official has approved this Letter of Intent on:  
3/2/2006 12:18:02 PM

You have approved this Letter of Intent on:  
3/2/2006 12:15:36 PM

The Letter of Intent has been submitted to BOCES on:  
3/2/2006 12:24:28 PM

| Messages from BOCES |  |  |  |  |
|---------------------|--|--|--|--|
|                     |  |  |  |  |

| Recent Activity      |      |      |      |   |
|----------------------|------|------|------|---|
| DATE                 | NAME | TIER | DEPT | ACTION                                      |
| 3/2/2006 12:24:28 PM | js   | SI   |      | The Letter of Intent has been sent to BOCES |
| 3/2/2006 12:24:28 PM | js   | SI   |      | The Letter of Intent has been sent to BOCES |
| 3/2/2006 12:20:06 PM | js   | SI   |      | User has logged into the system.            |
| 3/2/2006 12:19:40 PM | js   | BO   |      | User has logged out of the system.          |
| 3/2/2006 12:18:02 PM | js   | BO   |      | User has approved the Letter of Intent.     |
| 3/2/2006             | lc   | BO   |      | User has logged into                        |

[View All Activity](#)

New Password:  Confirm:  [Change](#)

If you have any questions when preparing this document for submission or any other matters, please call Susan Kuhn at 516-396-2318 or Andrew Shainman at 516-396-2334.