

ADDING ADULTS AND BOCES STUDENTS

If BOCES students and Adults are not maintained in your Student information system, you will need to add them manually in Mosaic.

ADDING BOCES STUDENTS:

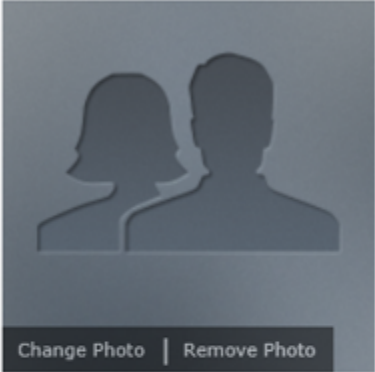
1. You need to create special Student statuses for the BOCES Students.
 - a. Setup/Student Status
2. Click ADD
3. Give the status a name like BOCES – FREE, BOCES – REDUCED, BOCES – PAID
4. Eligibility Status would be based on if they are Free, Reduced or Paid
5. POS Display Name – I would just enter the same as you have in the NAME FIELD
6. Click SAVE

Student Status Information

Name:*	<input type="text"/>
Eligibility Status:*	Free ▼
POS Display Name:*	<input type="text"/>
Taxable:*	No ▼
Charge Limit:*	<input type="text" value="\$0.00"/>

7. Now you can add the student
 - a. Students/maintenance
 - b. Click ADD
 - c. Fill in the First and Last Name
 - d. POS ID and District ID (they can be the same)
 - e. Status – you will now see the new status' you created. Pick the appropriate one
 - f. Click Save in lower right corner of screen

General



Change Photo | Remove Photo

First:*	<input type="text"/>	Other:	<input type="text"/>
Middle:	<input type="text"/>	SSN:	<input type="text"/>
Last:*	<input type="text"/>	Grade:*	None ▼
Birth Date:*	<input type="text" value="1/1/2000"/>	Homeroom:*	None ▼
Active:*	Yes ▼	Language:*	English ▼
Gender:	Not Specified ▼	Bus/Route:	<input type="text"/>
POS ID:	<input type="text"/>	School:*	Adams Elementary ▼
District ID:*	<input type="text"/>	Serving Line Note:	<input type="text"/>
Family ID:	<input type="text"/>	Medical Alerts:	<input type="text"/>
Status:*	Paid ▼		

ADDING ADULTS:

1. Same as above, except the status would be ADULT