

Submitting a Quarterly Report into the Erie 1 BOCES Homeschool Reporting system

1. Log in to myOneFlow.
2. Click on “Manage” to the right of your child’s name:

Welcome to the BOCES Homeschool Online Reporting System for Parents/Guardians!

Please add each school-age child for whom you will be submitting homeschool paperwork.

Students Add Student Page Size: 10

First Name	Last Name	Relationship	School District	Student Grade Level	
[REDACTED]	[REDACTED]	has primary parent	West Seneca CSD	8th	Manage

3. Click on “Complete Form” to the right of the “Quarterly Report – 1” line on the list of forms:

Welcome to the BOCES Homeschool Online Reporting System for Parents/Guardians!

Please add each school-age child for whom you will be submitting homeschool paperwork.

[REDACTED] Back To List

Profile Plan Forms Documents Parents

My Plan Show incomplete only Print

- QUARTERLY REPORT - 1 (WAITING ON YOU) Complete Form
- QUARTERLY REPORT - 2 (WAITING ON YOU) Complete Form
- QUARTERLY REPORT - 3 (WAITING ON YOU) Complete Form
- QUARTERLY REPORT - 4 (WAITING ON YOU) Complete Form
- ANNUAL ASSESSMENT FORM (WAITING ON YOU) Complete Form

4. The first page of the Quarterly Report – 1 form will appear:

Quarterly Report - 1 Restart

Form assigned to Student: [REDACTED]

7% Complete

Child Name:	Child's Grade Level
[REDACTED]	8th

* TOTAL HOURS OF INSTRUCTION FOR THE QUARTER (990 required for the year - approximately 247.5+ per quarter):

* Do you wish to upload Quarterly Report-1 or complete it online?

I wish to upload Quarterly Report-1

I wish to fill the Quarterly Report-1 online

Next

5. You have the choice to either enter the information into the online quarterly report form or to upload your own form into the system. Choose your option and click “Next.”

6a. If you choose “I wish to upload Quarterly Report-1,” you’ll see the following screen:

Quarterly Report - 1 Restart

Form assigned to Student: [redacted]

43% Complete

Please provide the [Quarterly Report-1](#). Click on "Next" button to upload the document

Next

7a. Click “Next.” You’ll see this screen:

Upload Document

Document Type
Quarterly Report - 1

Document Name ✓
[redacted] Quarterly Report - 1

File to Upload
Choose Files No file chosen

- Indicates a required field

Cancel Upload

Next

8a. Click on “Choose File” and a window will open for you to choose the quarterly report file on your device. Click on the file and click “Open” to select it. Then click “Upload” and “Next.”

9a. On the next screen, click “Next” again.

Quarterly Report - 1 Restart

Form assigned to Student: [redacted]

50% Complete

Thank you for submitting the Quarterly Report-1 for your child. It has been placed in the queue for review.

Click the "Next" button and Submit the form to complete the process and to notify the BOCES Staff.

Next

10a. On the final screen, click “Submit Form” to complete the document upload process.

6b. If you choose “I wish to fill the Quarterly Report-1 online” you’ll see the following screen:

The screenshot shows a web form titled "Quarterly Report - 1" with a "Restart" button in the top right. Below the title, it says "Form assigned to Student:" followed by a blacked-out name. A progress bar indicates "57% Complete". Two instructional boxes are present: the first asks for a description of material covered and a grade or narrative for each subject, noting that less than 80% coverage requires an explanation; the second states that library skills can be taught in an integrated fashion but must be described. A "Next" button is in the bottom right.

7b. Click “Next.” You’ll see the following screen where you can enter the description of the material you covered in each subject as well as a grade or evaluation of the student’s performance in each subject.

The screenshot shows the same form at "64% Complete". A table is displayed with three columns: "EVALUATION" and "DESCRIPTION OF THE MATERIALS COVERED". A note specifies that the evaluation can be a number grade, letter grade, pass/fail, satisfactory/unsatisfactory, or a narrative sentence. The table has two rows: "English/Language Arts" and "Mathematics".

	EVALUATION	DESCRIPTION OF THE MATERIALS COVERED
English/Language Arts	<input type="text"/>	<input type="text"/>
Mathematics	<input type="text"/>	<input type="text"/>

8b. Enter all the information and click “Next.” On the final screen, click “Submit.”