

Ridgewood Public Schools

2019-20 Instructions for Completing Online Forms

Once your New Student Online Enrollment Application has been approved by the District, you will receive an email with information regarding Skyward Family Access and how to complete the necessary online forms for your child's school.

NOTE: If you do not have access to a computer and/or the internet, please contact your school office for assistance.

Instructions for completing the forms:



1. Go to www.ridgewood.k12.nj.us and click on the Skyward Quick Link
2. Login with your secured username and password. If you have forgotten, or do not know your username or password, select **Forgot your Login/Password** on the login screen to receive a reset link by email. After your initial login, you may change your username and password by selecting **My Account** on the top right of the screen. For login assistance, email skywardhelp@ridgewood.k12.nj.us. To Translate pages and forms, [click here](#) for instructions.
3. Select **Registration Information Update** from the left menu and your child's name; or in your unread messages, click on the **Go to Registration Information Update** link for your child's name
4. To begin, select the first step on the list to the right of the screen or click NEXT at the bottom right of the page.
5. Enter the required fields and click on **Complete Step # and Move to Step #** button on the bottom of the screen.
6. Finish filling out the forms for all steps and then Select the final step "**Complete Registration Information Update**". Review the confirmation page, which will show you any requests that are pending approval by your school, and steps that have been completed. When finished, select "**Submit Registration Information Update**" on the bottom of the page.
7. To update information for another student in your family, select **Home** or **Registration Information Update** from the menu on the left. When all student registrations are marked complete, select EXIT in the top right hand corner of the screen.

Important Tips:

- ❖ Review and update all forms carefully. You may need to scroll to the bottom of the page to view the entire form and/or make a selection. Some items have a "**View Full Screen**" option to easily see the entire form.
- ❖ After clicking on a link to review a document in your web browser, it may appear that Skyward has become hidden. To return to Skyward, minimize the window of the recently opened document.
- ❖ Click on the Complete Step and Move to the Next Step button on the bottom of the page to save your selections,

mark step as complete and move on to the next step of Online Registration.

- ❖ The Previous Step and Next Step buttons will save your changes, but will not mark the step as complete. You should use these buttons to review your completed forms.

- ❖ A green check mark next to the steps indicate the steps have been completed.
- ❖ If there are required fields on a step, you must complete the form before moving to another step.
- ❖ All steps must be completed in order to submit and finalize the registration process. If you need to make changes after you have completed a step, click on the step and check the Edit Step button.

❖ **Final Steps:** Select Complete Registration Information Update. Review the confirmation page, which will show you any requests that are pending approval by your school, and steps that have been completed. When finished, select Submit Registration Information Update on the bottom of the page.

❖ If you have submitted but would like to make changes, select Mark Registration Forms as not completed and make changes. Click on the step you would like to change, select the Edit Step button, and revise. Be sure to click on the Complete Step button when finished. Go to the final step Complete Registration Forms, and select Submit Registration Forms.

❖ **REPEAT the registration process for each additional child in your family** by clicking **Registration Forms** and selecting their name. When all student registrations are marked complete, select **EXIT** in the top right corner of the screen.

Forms and Steps Explained:

All Media Permission

This information is required by the State regarding personally identifiable information to media outlets for all students.

Military, Education, Employer Release (RHS Only)

Under the Elementary and Secondary Education Act, public high schools must give student information to military, education and employer recruiters unless you choose to prevent the release.

Annual AUP (Acceptable Use of Networks/Computers Policy) Acceptance

This information is required by the Board of Education Policies and/or State/Federal regulations. **Verification of AUP Policy is required to allow students utilization of district network and computers. You must select *I Allow* (not *I Revoke*) and *Verified*, to indicate that you and your pupil have reviewed, understand and consent to the AUP policy. If you leave the response as *I Revoke*, your student will not be allowed to use district networks and computers.**

Annual Policy Notification

The Board of Education and/or State/Federal regulations requires that parents/guardians are annually notified of District Policies and Regulations.

Chromebook Agreement and Anti-Big Brother Act (Middle and High School Only)

All High School and Middle School students will be receiving a Dell Chromebook this year to be used as part of their educational learning experience. As part of this process, there will be a mandatory \$30 insurance plan fee (paid in the Make a Food Service/Fee Payment step). Parents are also required to read and sign the "Anti-Big Brother" agreement as well as the "RPS Chromebook Policy, Procedures and Information Handbook" in this step.

Codes of Conduct Form

Please review the information contained in this form with your child and indicate that you have read and understood the Codes of Conduct for your child's school.

Harassment, Intimidation, & Bullying Involving Students (HIB)

HIB Legislation requires the District to share information on Harassment, Intimidation, and Bullying each year with our parents and students. In order to help you better understand this legislation, which helps to protect your children from negative social interaction, it is required that you read the publication, 'See Something, Say Something', and confirm your understanding of the law.

Food Service Authorization (Middle and High School Only)

Please review the form and indicate whether you authorize your child to charge to their Food Service Account.

Make a Food Service/Fee Payment (Middle and High School Only)

If your child has a negative food service balance in Skyward, or you have authorized your child to charge to their individual food service account at the MS/HS, make an online payment **with NO convenience fee**. Also, if your child will participate in **any MS/HS Activity**, you may make a payment here. The annual **Chromebook Insurance Fee** should be paid here.

Acetaminophen, Ibuprofen, Tums Permission (Middle and High School Only -Optional)

Completing this form will give permission for Nurse-Teacher to administer the indicated OTC medicines to your child.

Military Connected

The NJ Department of Education requires us to collect the military connected status of our students.

Parent Health & Safety Acknowledgment Form (High School Only)

Review documents on the following topics: Hazing Policy, Sudden Cardiac Death, Concussion and Head Injury Fact Sheet, Steroid Testing Policy, Banned Substances, Extracurricular Code and Sports Related Eye Injury.

Opioid Use And Misuse Fact Sheet (High School Only)

Please review and acknowledge receipt of the Educational Fact Sheet to Keep Student-Athletes Safe to prevent misuse of opioid drugs.

Science Safety Contract (High School Only)

Please review the Parent Science Safety Contract and acknowledge receipt.

All questions and problems should be sent to skywardhelp@ridgewood.k12.nj.us