Ridgewood Public Schools

MANDATORY ANNUAL STUDENT INFORMATION UPDATE INSTRUCTIONS

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 have a username or password, select Forgot your Login/Password on the login screen to receive a reset link by email. Once logged in you can 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 the Mandatory Annual Student Information Update from the menu on the left, then your child’s name; or in your unread messages, click on the Go to Mandatory Annual Student Information Update link for your child’s name.
4. To begin, select the first step on the list (a. Student Information) 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 all steps and then Select Complete Mandatory Student 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 Mandatory Student Information Update on the bottom of the page.
7. To update information for another student in your family, select Home or Mandatory Annual Student 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:

✧ Read 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 the Information Update.

✧ 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 step on the list indicates 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 completed a step, select Mark Mandatory Annual Student Information Update 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 Mandatory Annual Student Information Update, and select Submit Mandatory Annual Student Information Update.

If you have questions/problems, please email skywardhelp@ridgewood.k12.nj.us

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Verify/Change Student Information

a. **Student Information:** Review and revise if necessary.

b. **Family Address:** Review and if there is a change, please contact the school with proof of residency.

c. **Family Information:** Review and revise if necessary.

d. **Emergency Information:** Update Physician, Dentist, Hospital, Critical Alert information i.e. medical alerts, allergies, etc.

e. **Emergency Contacts:** DO NOT ADD YOURSELF AS AN EMERGENCY CONTACT. You may add up to three (3) emergency contacts for your child and select the contact order.

Verify Ethnicity/Race for Federal/State

This information is required by the District for State and Federal Reporting purposes. Read the letter, and click Continue to verify Ethnicity/Race. Make changes if necessary.

Middle School Dismissal Policy (Middle Schools Only)

Please review the dismissal form and indicate that you understand the policy and will contact the main office on any day the student will not manage their own dismissal.

HSA Directory Information

Open the form and review the information. All students and parent contact information will be included in the HSA directories unless you select “NO”. NEW IN 2019-2020, the Ridgewood Public School HSAs will move to an online directory system provided by MobileArq, a New Jersey-based company. The HSA student directories will be available via mobile devices, desktop and laptop computers.

Completing the Skyward online registration process is not ordering a directory. During the first week of school you will receive a communication from your HSA with instructions on ordering the directory and paying your HSA dues.

* IMPORTANT: If you are registered as the 2nd Family in our student information system, please contact your HSA representative if you wish to be included in the student directory.

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.

NJ FamilyCare

This information is required by the New Jersey Department of Human Services regarding health insurance coverage for all children.

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, to indicate that you and your child have reviewed, understand and consent to the AUP policy. If you leave the response as I Revoke, your child will not be allowed to use district networks and computers.

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Forms and Steps Explained

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 receive Dell Chromebook to be used for their educational learning experience. As part of this process, there is a mandatory $30 insurance plan fee (paid in the Make a Food Service/Fee Payment step). Parents are 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.

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.

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. Also, if you 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)
This form will give permission for Nurse-Teacher to administer the indicated OTC medicines to your child.

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