

Dear Family,

August 8, 2018

Beginning Wednesday, August 8th, you must complete the **Mandatory Annual Student Information Update** process.

To do so, the Ridgewood Public Schools offers parents of our school community an information service called Skyward Family Access. Skyward Family Access is a password-protected site that provides parents access to information on courses, grades, homework, attendance, classroom messages, food service and fee management. The information in Family Access will aid in current and continuing communication between you and your child's teachers to promote student success. Each parent has their own Skyward login ID connected with their email on record.

Skyward Family Access is the district's primary mode of communication with parents, so we must have up-to-date email and phone numbers in the system at all times, especially for emergency situations.

To get started, follow these three simple steps from a desktop computer:

1. Go to www.ridgewood.k12.nj.us, and choose **Mandatory Annual Student Information Update** under the For Parents tab. There will be links for instructions and to Skyward Family Access.
2. Log in with your username and password, **OR** click on the **Forgot Username/Password** link to retrieve a password reset link by email. If you do not receive an email, you may not have a valid email address in Skyward, so please contact your school. Also ensure that pop-ups are not blocked in your internet browser for Skyward.
3. Select **Mandatory Annual Student Information Update** for your child and follow the step-by-step instructions provided.

Important Notes:

Please do not share your logon information with your children.

Each required step must be completed, and all fees must be paid, or your child will be denied access to their schedules, the district's network and resources, Chromebooks, and participation in fall sports or any other activity. In addition, Middle and High School students will not be able to see their schedules, which are being released in mid-late August, until a guardian has completed all steps and submitted this update.

If you are registered as the second family in Skyward, you can update your own information, but will have read only access to forms. You should contact your child's primary family if you have questions.

Depending upon your selection on the HSA form, your contact information may be used for the Home and School Association (HSA) student directories, so please review carefully. During the first week of school, you will receive communication from your HSA with instructions on ordering the directory and paying your HSA dues.

If you do not have access to a desktop computer or the internet, please contact your school for assistance. If you have any questions regarding Skyward Family Access, please contact skywardhelp@ridgewood.k12.nj.us. All medical questions should be directed to your school nurse and food service questions to the Business Department. Please contact your child's school with residency changes and any fee questions.

Sincerely,
Daniel Fishbein, Ed.D.
Superintendent of Schools
Ridgewood Public Schools



RIDGEWOOD

PUBLIC SCHOOLS

EDUCATION CENTER
49 COTTAGE PLACE RIDGEWOOD NJ 07450

RETURN SERVICE REQUESTED

MANDATORY ANNUAL STUDENT INFORMATION UPDATE

Begins Wednesday, August 8, 2018

**Log on to Skyward Family Access
to complete this process
before your child begins school on
September 5th**