

Ridgewood Public Schools

Education Center - 49 Cottage Place - Ridgewood NJ 07450


2020-2021 Registration 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.
3. Select the **Registration Information Update** from the menu on the left, then 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 (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 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:

- ✧ 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 a step on the list indicates the step has 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 the process is completed, select Mark Registration 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 Registration Information Update, and then select Submit Registration Information Update.
- ✧ **REPEAT the registration process for each additional child in your family.** When all student registrations are marked complete, select **EXIT** in the top right corner of the screen.

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Forms and Steps Explained

Remote Video Conferencing Permission

During Virtual Learning Days, parents/guardians must provide consent for your child to participate in online virtual settings for educational purposes.

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 the 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 default response as I Revoke, your child 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

All students will receive a Dell Chromebook to be used as part of their educational learning experience. Parents of all students are required to read and sign the "RPS Chromebook Policy, Procedures and Information Handbook" and the "Anti-Big Brother" agreement in this step. The mandatory \$30 Insurance Plan Fee for Middle and High School students can be made online in the Make a Food Service/Fee Payment 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.

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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 you have authorized your child to charge their individual food service account, or your child has a negative food service balance in Skyward, make an online payment in this step. You can also make a payment for the required **Chromebook Insurance Fee**, and if your child will participate in **any MS/HS Activity**, payment can be made here.

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

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