





Once you are logged into the Parent Portal, here is your first Parent Homework Assignment!

Assignment: To Update the Portal for the new school year – Due Date: Immediately

NOTE: Be sure to complete this information for each child you have separately.

In an effort to reduce paper, produce state reporting and save staff time, the district has developed this efficient process of electronic verifications, permissions, and data collection that is required each year for your child(ren). Please complete the following:

1. **Select Contacts** - View your contact and notification information for accuracy.

- Notifications are how you will be contacted for school closures, emergencies, e-correspondence, etc. **Only select notification boxes (under the green bubbles for primary caregivers).** This does not affect your contacts to be called if your child is ill and you cannot be reached.  
- Do not uncheck your email address box or you will not receive district and school e-correspondence containing important information.
- ❖ Select Update Phone/Email and make corrections to a contact – SUBMIT
- ❖ Select Add Additional Contact at the bottom to add a contact - SUBMIT
- ❖ To delete a contact - Select Update Phone/Email for that contact and select Request Deletion of Contact

Request Deletion of Contact:

– SUBMIT.

All contact changes are reviewed via a queue. The change will be reflected within 48 hours. Change of addresses or separation of parent contacts requires phoning the main office at your school.

Homepage	
<u>Contacts</u>	New
Documents	New
Health Insurance	New
Parent Questions	New
My Account	
Activities	
Fines	

2. **Select Documents** – Various documents reside here by school. The documents you are expected to confirm that you are aware of in the parent questions are listed here – Pest Management, Asbestos Letter, School Policies, Technology Agreements, etc. and you will electronically confirm a verification statement when selecting them for the first time.

3. **Select Health Insurance** – Answer the questions regarding your health insurance status and information for your child. If you do not have health insurance you can allow the district to release your name to NJ Family Care Program to contact you regarding health insurance options.

4. **Select Parent Questions** - Answer each of the mandatory questions using the drop down selection then select **SAVE MY ANSWERS**. You will see your current answers on the right. Answers can be updated at any time during the year if they change.

Notifications will be sent through our Realtime system if your data is outstanding. Please complete your homework as soon as possible. As always, if you have any questions, contact the Guidance or Main office at your child’s school and we wish you and your child an exceptional school year.