



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 from the Menu:

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

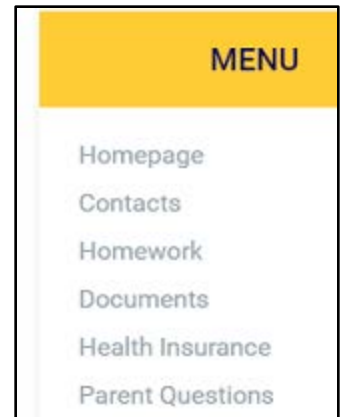
- ❖ Select update phone/email to change information. Be sure to select the phone type in the dropdown box.
- ❖ Notification Status is how you will be contacted for school closures, emergencies, etc. Only select the call/text boxes for primary caregivers. Do not uncheck your email address box or you will not receive district and school e-news containing important information. – SUBMIT.
- ❖ Select Add Additional Contact at the bottom to add a contact – SUBMIT.
- ❖ To delete a contact - Select Request Deletion of Contact while in edit mode.



Request Deletion of Contact:

– SUBMIT.

All contact changes will be reflected within 48 hours. Change of addresses or separation of parent contacts requires phoning the main office at your school. You cannot delete a lives here or a mails here contact.



2. **Documents** – The documents referred to in the Parent Questions are posted here – Pest Management, Asbestos Letter, School Policies, Technology Agreements, etc. An electronic verification statement may appear when selecting them for the first time. Documents may vary from school to school.

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

Relationship: Mother	
Notification Status	
Call Text	
Yes	Yes
No	No
No	No
Yes	Yes

4. **Select Parent Questions** - Answer each of the mandatory questions using the drop down choices. Select SAVE MY ANSWERS once completed. You will see your current answers on the right. Answers can be modified at any time during the year.

RSD Technology Department will be sending notification reminders via our Realtime system if your data is outstanding. Please complete your homework in a timely manner so we have accurate records on file. 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.