We are here to help you!

Are you logged in to Unified Classroom and don't see the form?

Please review the check list below before submitting a support ticket.

- ☐ **Internet Browser -** Please use Chrome or Firefox as your internet browser. Do not use Internet Explorer.

- ☐ **Parent Account** - Are you logged in to your **PARENT** account? You can NOT be logged in as your child. Forms are only published to parent accounts.
- ☐ **Device** – Try using a different device. Forms are not always visible when using a mobile device or tablet. Try logging in using a desktop or laptop computer.
- ☐ **Clear Cache** – You may need to clear the cache on your computer. Log out of your Unified Classroom account and clear your cache. To clear your cache, hold down Shift + Ctrl + Delete. A new window will pop up. Click the box next to "cache" and then click the clear button. Log back into your Unified Classroom account.
- ☐ **Password Reset** – If you already set up a Unified Classroom Parent account in the past but do not remember your password, please click on "FORGOT PASSWORD?" located on the Unified Classroom log in page and follow the prompts.

☐ **Support Ticket** – If you have tried ALL of the above and still are not able to view the form, please submit a [Support Ticket](#). We kindly ask that you only submit your request ONCE. Please note, we will only respond to tickets corresponding to the completion of the Annual Information Update form.
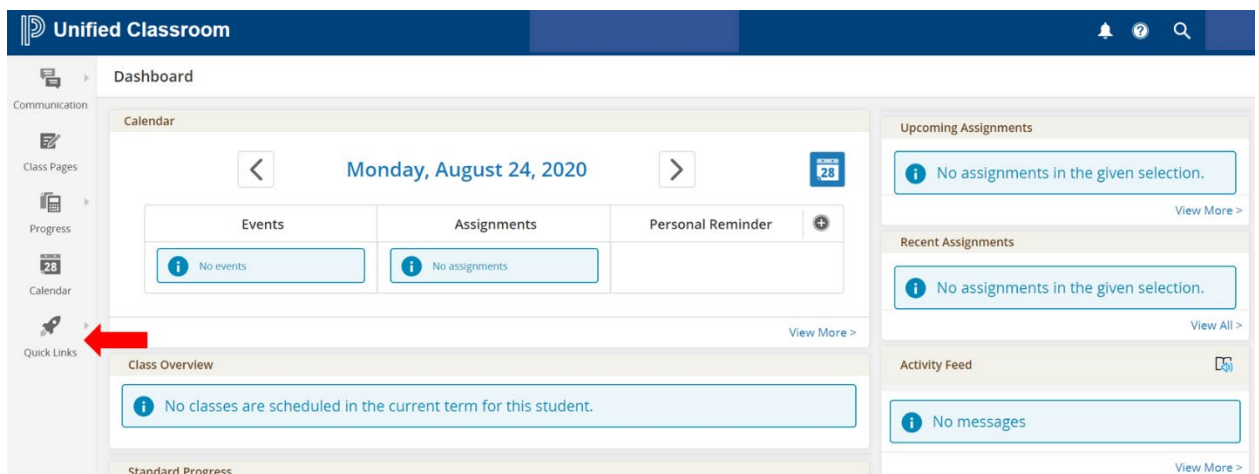
Updating Student Contact Information

1. Log in to your Unified Classroom Parent Account. Using your computer or tablet (not the PowerSchool app), visit our website www.wtps.org. Click on the PowerSchool Icon at the top of the page.
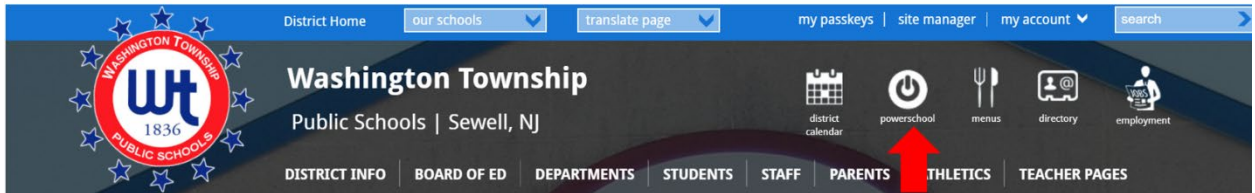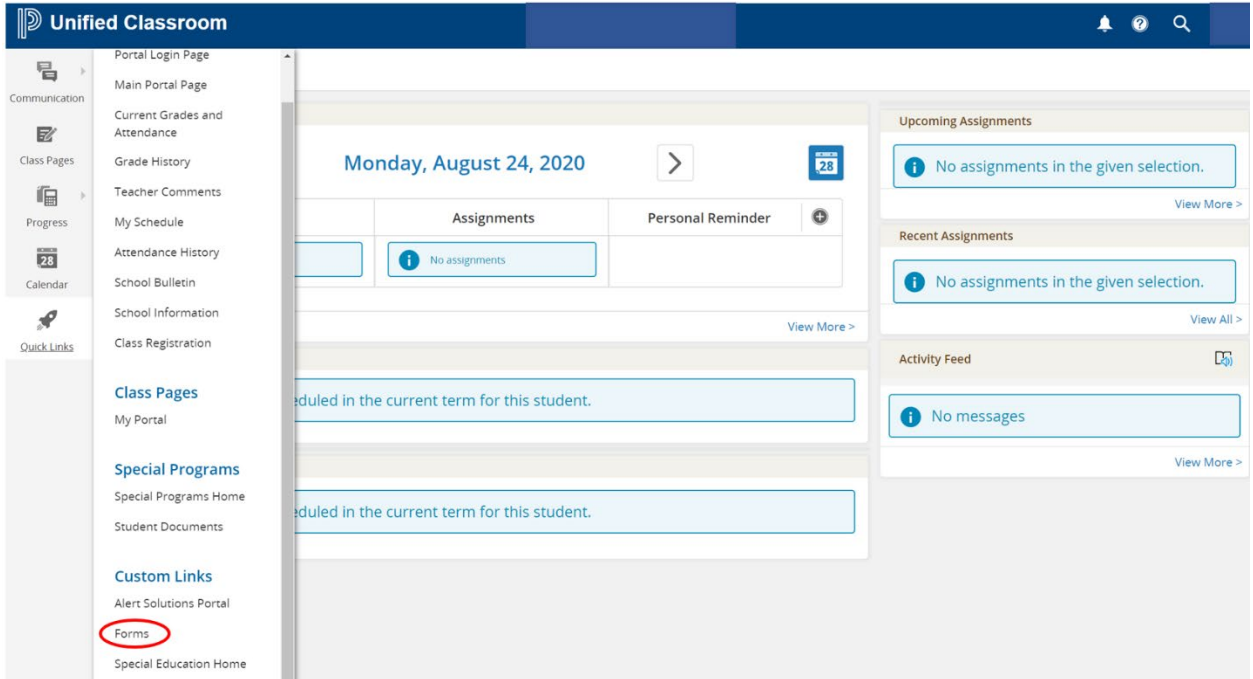

2. Log in to your Unified Classroom Parent account using your email address and password. DO NOT sign in with Microsoft or Google.
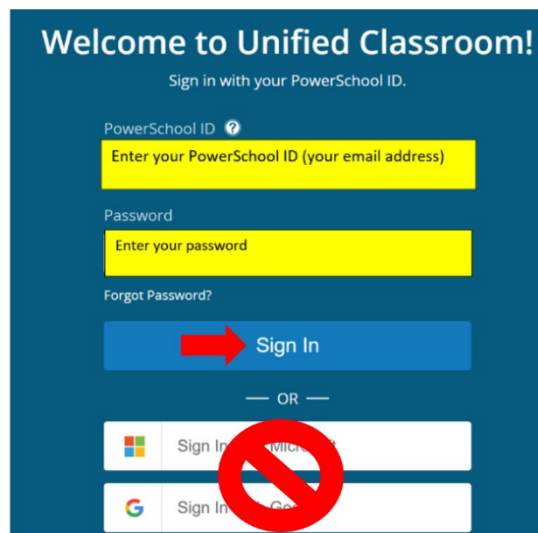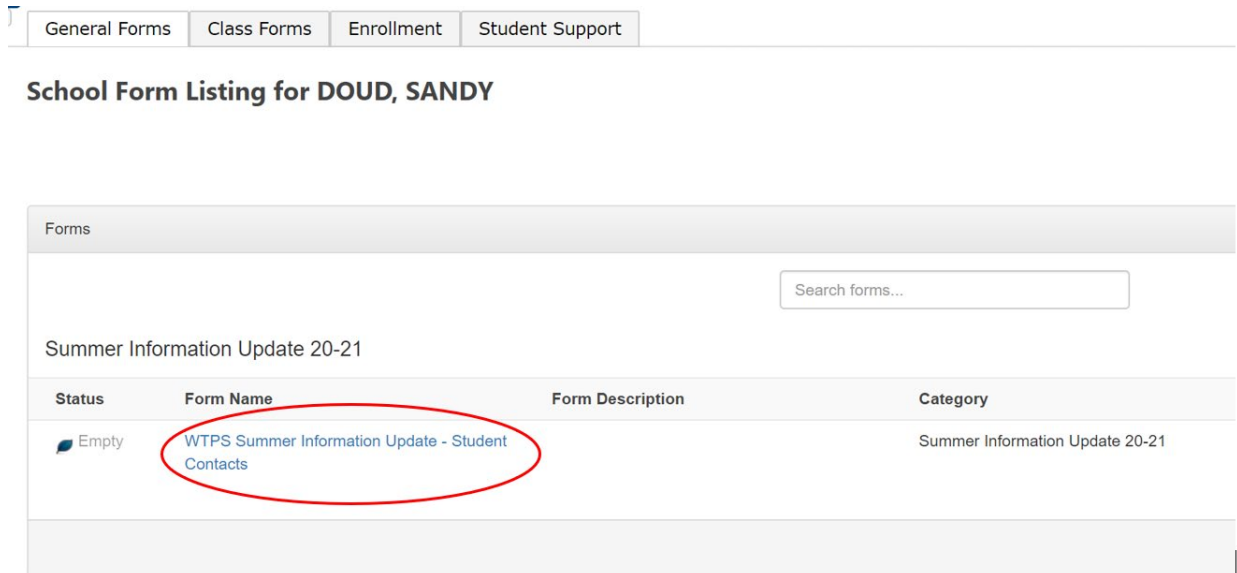

3. Click on **QUICK LINKS**.

4. From the Quick Links menu, choose **FORMS**.

5. The WTPS Annual Information Update – Student Contacts form will be listed under the General forms tab. Click on the form.

6. First, verify your primary email address. This is the email address that will be used for all district communications. If the email address is incorrect, you can update it here. Simply delete the current email address and type in the correct address.

7. Next, you will select the appropriate statement corresponding to Guardians in the Military.

WTPS Summer Information Update - Student Contacts

Primary Family Email Address *

marypoppins@gmail.com

Guardian in the Military *

☐ Either parent or guardian is on active duty in the military

☐ Either parent or guardian is a traditional member of the Guard or Reserve

☐ Either parent or guardian is a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32

☐ None of the above

8. Finally, review the Guardians and Emergency Contact Information. We require contact information for each parent along with 3 emergency contacts (besides parents).
   - Parent Information
     - Parent information must be provided for both parents with custody, even if one parent resides in a different address, and include the following:
       - First and last name
       - Relationship
       - Phone type (Cell, home, work)
       - Phone number
       - Address
       - Email
       - Permissions (Custody, Lives with, School Pick up, Emergency Contact)
   - Emergency Contact Information
     - We require 3 emergency contacts along with their contact information. Please provide the following information for each emergency contact:
       - First and last name
       - Relationship
       - Contact Type (Emergency 1, Emergency 2 or Emergency 3)
       - Phone Type (Cell, home, work)
       - Permissions (Please answer yes to Emergency Contact and indicate if this contact has permission to pick up your child from school by answering yes or no to School Pick Up)
9. How to edit contact information
   - To edit information that is already in the contacts, click on the pencil icon (located at the far right of the contact name)

Guardians and Emergency Contacts *
Please list all parents/legal guardians and at least three (3) emergency contacts apart from the parents/legal guardians

| | | | | | | | | | Lives | School | Emerg. | Data |
Name	Relationship	Contact Type	Phone Type	Phone #	Address	Email	Custody	with	Pickup	Contact	Access
Mary Poppins	Mother	Mother	Daytime	856-555-5555	1 Any Rd Sewell, New Jersey, United States 08012	marypoppins@gmail.com					✔
Mary Poppins	Mother	Guardian				marypoppins@gmail.com					
Minnie Mouse	Aunt	Emergency 1	Home	856-999-9999					✔	✔	
Joe Poppins	Father	Father	Cell	111-111-1111	123 Any Rd Sewell, New Jersey, United States 08080	jpop@gmail.com	✔	✔	✔	✔	
Peter Pan	Friend	Emergency 2	Cell	888-888-8888					✔	✔	

Add

- A box will pop up with that contact's information.

Edit Mary Poppims

First Name	Middle Name	Last Name
Mary		Poppims

Gender	Relationship	Employer
Female		

Contact Type
Emergency 2

Address   Add

Phone

	Type	Phone Number	Preferred	Add
☰	Cell	856-555-5555	✔	✖

Email

Type	Email	Primary	Add

Permissions		**Apply Contact to:**
Lives with Student *	○ Yes ◉ No
Emergency Contact *	○ Yes ◉ No
Has Custody *	○ Yes ◉ No
School Pick Up *	○ Yes ◉ No
Receives Mail *	○ Yes ◉ No

Save

- o If you need to correct a phone number, simply delete the information that is there and type in the correct information.
- o To delete a phone number completely, click the "X" next to the phone number.

| Mary Poppims | Emergency 2 | | ➡ ✖ |

o To add a phone number, click on the "ADD" button at the top of the section. Select the phone type from the drop-down box and type in the number.

Phone

	Type	Phone Number	Preferred	Add
≡	Home	856-555-5555		✖

o Here you will also be able to update the permissions for this specific contact. Click yes or no next to each permission.

Permissions

Lives with Student ★	○ Yes ● No
Emergency Contact ★	● Yes ○ No
Has Custody ★	○ Yes ● No
School Pick Up ★	● Yes ○ No
Receives Mail ★	○ Yes ● No

o Click "SAVE" at the bottom of the page when you are finished updating information for that contact.

Edit Mary Poppims

First Name	Middle Name	Last Name
Mary		Poppims

Gender	Relationship	Employer
Female		

Contact Type

Emergency 2

Address

Add

Phone

	Type	Phone Number	Preferred	Add
≡	Cell	856-555-5555	✔	✖

Email

Type	Email	Primary	Add

Permissions   Apply Contact to:

Lives with Student ★	○ Yes ● No
Emergency Contact ★	○ Yes ● No
Has Custody ★	○ Yes ● No
School Pick Up ★	○ Yes ● No
Receives Mail ★	○ Yes ● No

Save

10. Please review all the information on the form for accuracy. When you are finished, click "SUBMIT" at the bottom of the page.

11. If you need to update the information after you submitted the form, please contact the school directly.