



# ONLINE REGISTRATION USER GUIDE



WASHINGTON TOWNSHIP PUBLIC SCHOOLS

Updated 2/24/21

# Washington Township Public Schools

## New Student Registration

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**Washington Township Public Schools**  
**New Student Registration**

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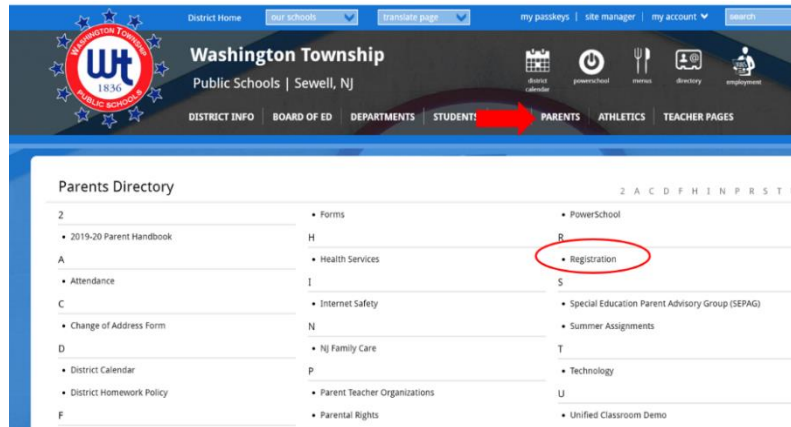


# Washington Township Public Schools New Student Registration

Before you begin, please be sure that you choose Google Chrome or Firefox as your web browser when completing the registration process. Please note: our program does **NOT** function correctly when using Internet Explorer.

## Pre-Registration

1. Visit the Washington Township Public Schools website at [www.wtps.org](http://www.wtps.org). Click on the **PARENTS** tab, click **REGISTRATION** and then click on **PRE-REGISTRATION PORTAL**.



To register, we kindly ask that you complete the steps below:

1. Please view the appropriate registration tutorial:
  - o Families who are **new** to WTPS (do not yet have a PowerSchool Unified Classroom Account) - [New WTPS Family - Full Registration Tutorial](#)
  - o **Current WTPS Families** (have a PowerSchool Unified Classroom Account) - [Current WTPS Family - Full Registration Tutorial](#)
    - To confirm that your UC account is working, please click [here](#) and enter your credentials. (current families only)
2. Prepare and upload all [required documentation](#) to your device.
  - o Need help scanning? No problem! Please see our guide: [Scanning Important Documents for Registration on Your Mobile Device](#)
3. Complete the information requested in the [Pre-Registration Portal](#).
4. After you've been approved, use the [login information](#) in the approval email you received from the registration office to complete your registration. Please plan on the process taking 30 minutes to one hour to complete.
  - o Please note: For the best user experience, kindly utilize Google Chrome or Firefox on a laptop or desktop to access our registration platform (do not use Internet Explorer). Mobile devices and tablets are having difficulty uploading documents.

Kindly note, it may take several business days for your pre-registration application to be approved, to receive your approval email, and for your registration packet to be approved. As this is a new process for us, too, we want to take our time to ensure we are providing accurate information and service. We respectfully request your patience and understanding - we are committed to helping you through the process.

2. Enter your child's information in the Student Information portion of the page.

Enrollment Express Pre-registration for Enrollment at Washington Township School District About Language

Student Information

First Name \* Middle Name Last Name \*

Home Phone \*

Date of Birth \* Choose Student Gender \*

Grade Level (Student will take) \* Choose student grade \*

Enrolling School Year \* Select Year \*

# Washington Township Public Schools New Student Registration

- 3. In the School Preference section of the page, you will choose the school your child will attend based on where you reside. If you are unsure of what school your child will attend, you can use our list of Resident Schools to find the correct school.

School Preference

Please select the appropriate resident school according to the location of your residence. If the incorrect school is selected, no problem! The correct school will be assigned at Registration. If you're not sure, kindly [click here](#). [Click here to search the Resident Schools by street name.](#)

School Preference 1 \*  
Choose School

[Click here to select your school.](#)

- 4. Household Information-Enter the address where the student is domiciled and indicate whether or not the student has a sibling already enrolled in the district.
- 5. Guardian Information-Enter YOUR information here. Please be sure to provide your correct email address and phone number. It is very important that this information is correct as this is what we will use to contact you regarding your application.
- 6. When all the required information is complete, you must validate your identity and then click **“APPLY TO SCHOOL”**.

Household Information

Street \* City \*

State \* Choose State ZIP \*

Student has sibling currently attending school in Washington Township School District  
 Student does not have sibling currently attending school in Washington Township School District

Guardian Information

Email \*

Contact 1

Name \* Phone \*

Validate Identity

I'm not a robot

[APPLY TO SCHOOL](#)

## Washington Township Public Schools New Student Registration

7. You will receive an email from Enrollment Express confirming that your application was received. It will look similar to this:

### Enrollment Pre-registration Received

Dear Enrollment Express User,

The Pre-registration you submitted to Washington Township School District for \_\_\_\_\_ has been received.

Your child's Pre-registration will be reviewed by school staff. You will receive more information when it is processed. If you have questions or need assistance, please contact Washington Township School District directly.

Thank you for using Enrollment Express!

8. Once your pre-registration is approved by our Registrar, you will receive another email containing important information. This email will contain the website link, Access ID and Access Password needed to complete the registration passwords. This information is unique to your child and can not be shared.
9. **Please do not pre-register your child more than once.** If you do not receive the above referenced email, please contact the registration office at (856) 589-6644 Ext. 6698.

# Washington Township Public Schools New Student Registration

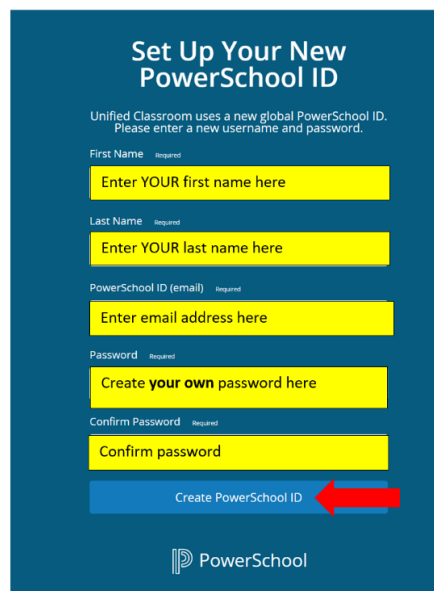
## Creating a New Unified Classroom Account

### New Washington Township Families

*The steps below only apply to new families who do not currently have a Unified Classroom account. If you already have a Unified Classroom account for another child in the district, please see the instructions for “Current Washington Township Families”.*

The next step in the registration process is creating your account in PowerSchool Unified Classroom. PowerSchool is the Student Information System used by our district. Your access to PowerSchool Unified Classroom will keep you up to date on your child’s growth and progress throughout their years in the Washington Township School District. If you have NEVER had a Unified Classroom account and have no other children in the district, please follow these instructions carefully, as this is a very important step in the registration process.

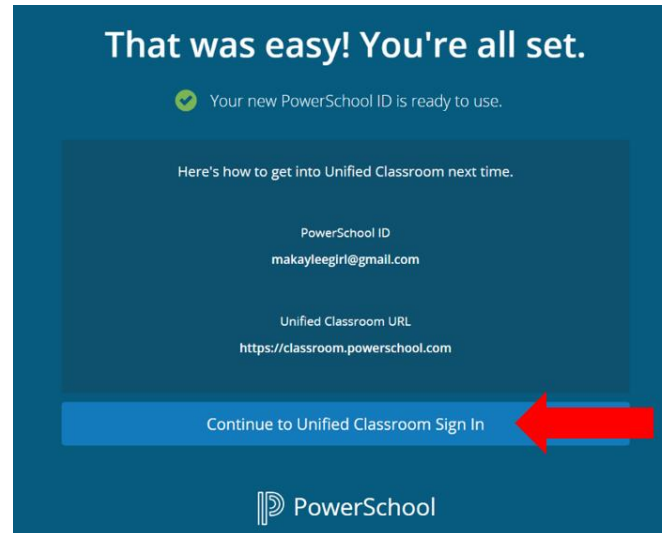
1. After your pre-registration information is reviewed, you will receive an email from our Registration Department. It may take up to 5 business days for this email to be sent to you. This email will contain a tutorial along with very important links and login information that you will need to create your Unified Classroom account.
2. From the email, click the link “**NEW FAMILIES**”. Enter your information. Be sure to use **your** email address and create your own password. *Be sure to write down your password as you will need it again during the registration process!*



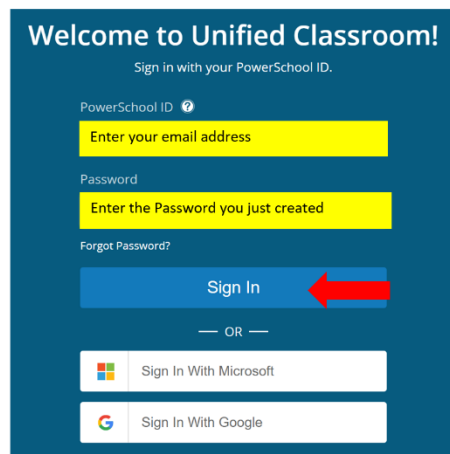
The screenshot shows a dark blue form titled "Set Up Your New PowerSchool ID". Below the title, it states: "Unified Classroom uses a new global PowerSchool ID. Please enter a new username and password." The form contains five input fields, each with a yellow background and a red "required" label: "First Name", "Last Name", "PowerSchool ID (email)", "Password", and "Confirm Password". Each field has a placeholder text: "Enter YOUR first name here", "Enter YOUR last name here", "Enter email address here", "Create your own password here", and "Confirm password". At the bottom of the form is a blue button labeled "Create PowerSchool ID" with a red arrow pointing to it. The PowerSchool logo is at the bottom center.

## Washington Township Public Schools New Student Registration

3. Click on “**CONTINUE TO UNIFIED CLASSROOM SIGN IN**”.



4. Here you will enter the PowerSchool ID (your email address) and Password that you just created. Click “**SIGN IN**”.





## Washington Township Public Schools New Student Registration

- Now that your Unified Classroom is set up and you are logged in, you need to add your student to the account using the information that was emailed to you from the Registration Office. To begin, click on **"I HAVE AN ACCESS ID"**.

Welcome to Unified Classroom!

Your account is not connected to your student. Please select one of the options below.

**I have an Access ID**

An access ID was either mailed, emailed, or given to you.  
If you don't have an access ID, contact your school administrator.

OR

**I have a Username and Password in my District's PowerSchool Parent Portal.**

You will be redirected to the PowerSchool Parent Portal.

You can **Sign out** and come back later to complete this process.

PowerSchool

- Enter your student's first name along with the Access ID and Access Password that you received in the email from the Registration office. If you are copying and pasting the Access ID and Access Password, please be sure that you do not copy any spaces as this will cause an error in the process. If you are only registering ONE student, click **"CONTINUE"**.

Welcome to Unified Classroom!

Student Name

Enter your student's first name

Access ID

Enter the Access ID (provided in the email from Registration Office)

Access Password

Enter the Access Password (provided in the email from Registration Office)

Add Another Student

**Continue**

# Washington Township Public Schools New Student Registration

7. If you are registering **MORE THAN ONE** student, click **“ADD ANOTHER STUDENT”** repeat step 6 above. Complete this step for each student being registered. *Each student will have their own unique Access ID and Access Password!* This information will be provided in the email that was sent to you by the Registration Office.

This step only applies if you are registering **MULTIPLE STUDENTS!**  
**Welcome to Unified Classroom!**

Student Name  
Enter your student's first name

Access ID  
Enter the Access ID (provided in the email from Registration Office)

Access Password  
Enter the Access Password (provided in the email from Registration Office)

Add Another Student

Continue

8. You are now logged in to Unified Classroom. To access the registration forms, click **“QUICK LINKS”**. Click **“FORMS”**

Unified Classroom

Awesome Kid  
No Class Selected

Dashboard

Communication

Class Pages

Progress

Calendar

Quick Links

The class schedule is not available. Certain areas of Unified Classroom will display errors until the class schedule is available.

Monday, May 11, 2020

Events

Assignments

Personal Reminder

No events

No assignments

Class Overview

No classes are scheduled in the current term for this student.

View More >

Progress

Calendar

Quick Links

My Schedule

Attendance History

School Bulletin

School Information

Class Registration

Class Pages

My Portal

Special Programs

Special Programs Home

Student Documents

Custom Links

Alert Solutions Portal

Forms

Special Education Home

No assignments

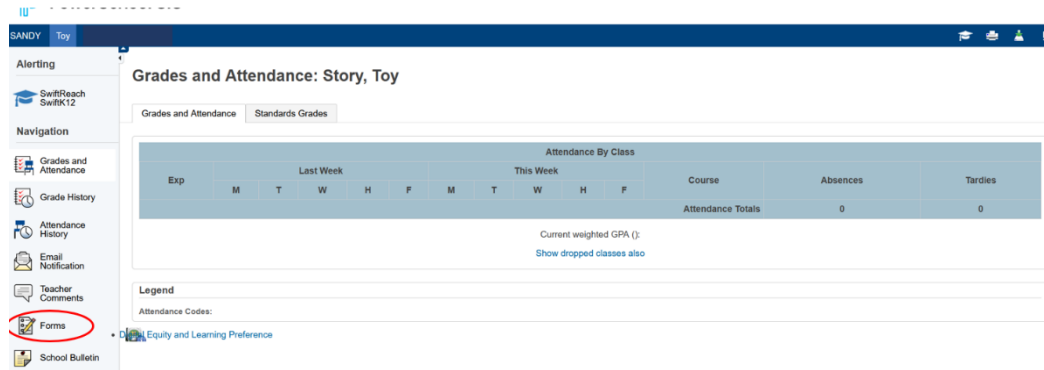
View Mo

cheduled in the current term for this student.

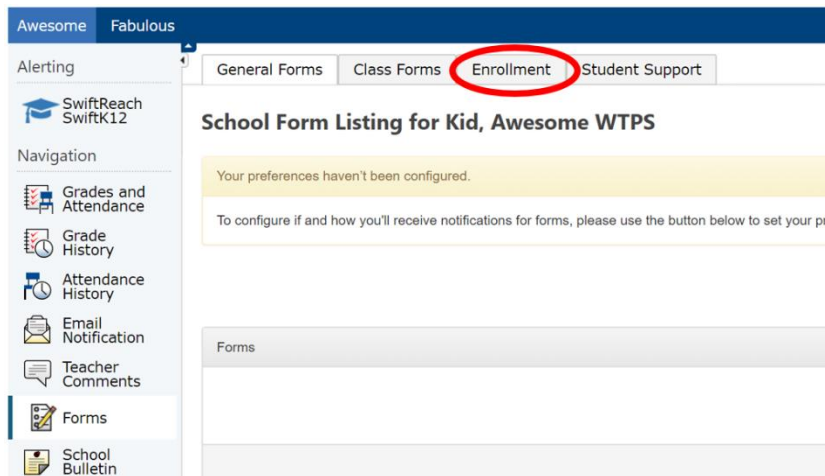
cheduled in the current term for this student.

# Washington Township Public Schools New Student Registration

9. If you do NOT see “Quick Links” on the menu bar, click **“FORMS”**.

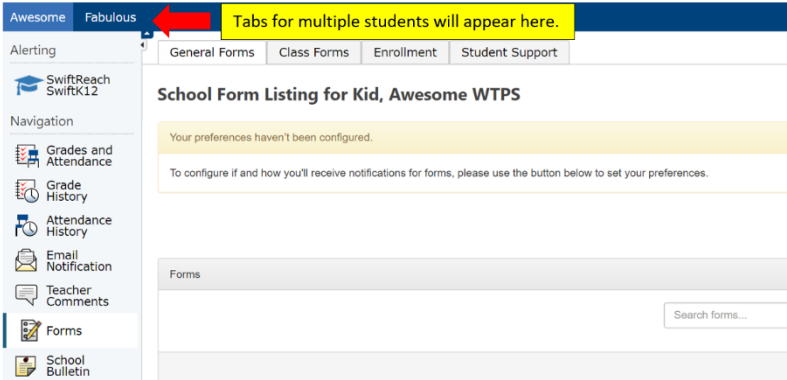


10. Click **“ENROLLMENT”**.



# Washington Township Public Schools New Student Registration

11. If you are registering multiple students, you will see that there is a tab for each student. Click the first student and complete their forms. Once complete, you will click on the next student and complete the forms provided. *Forms may be different for each student.*



12. Your registration forms are displayed here. You are now ready to register! (See the “**Completing the Enrollment Forms**” section on page 16 to continue.)

The screenshot shows the 'Enroll Form Listing for Story, Toy' page. It features a sidebar on the left with navigation options like 'Alerting', 'Navigation', 'Forms', 'School Bulletin', 'Class Registration', 'Balance', 'My Calendars', and 'Account Preferences'. The main content area has tabs for 'General Forms', 'Class Forms', 'Enrollment', and 'Student Support'. A search bar is present above the table. The table lists various registration forms with their status and last entry date.

Status	Form Name	Form Description	Category	Last Entry
Empty	[Washington Township] A - Preliminary Information		Washington Township New Student Registration	
Approved	[Washington Township] B - Birth Verification & Demographics		Washington Township New Student Registration	Invalid date
Approved	[Washington Township] C - Student Address		Washington Township New Student Registration	Invalid date
Pending	[Washington Township] D - McKinney-Vento Student Notification		Washington Township New Student Registration	Invalid date
Pending	[Washington Township] F - Previous Enrollment and Records		Washington Township New Student Registration	Invalid date
Submitted	[Washington Township] G - Student Contacts		Washington Township New Student Registration	Invalid date
Approved	[Washington Township] H - Health Information		Washington Township New Student Registration	Invalid date
Approved	[Washington Township] I - Home Language Survey		Washington Township New Student Registration	Invalid date
Empty	[Washington Township] J - Transportation		Washington Township New Student Registration	
Empty	[Washington Township] K - Technology		Washington Township New Student Registration	
Empty	[Washington Township] L - School Counseling Informed Consent Form		Washington Township New Student Registration	
Pending	[Washington Township] M - Acknowledgment of Completion		Washington Township New Student Registration	Invalid date
Empty	[Washington Township] Q - Information, Permissions, and Agreements 2020-21		Washington Township New Student Registration	
Submitted	[Washington Township] R - Instructional and Transportation Commitment		Washington Township New Student Registration	Invalid date
Pending	[Washington Township] S - WTPS COVID-19 Parent Daily Screening Pledge for Students	This form MUST be completed once PRIOR to attending school. Please be sure to fill out one form for each child in your family. <p><a href="https://www.wtps.org/cms/lib/NU01912980/Centricity/Domain/7168/PLEDGE - Arabic.pdf" target="_blank">Translation - Arabic</a></p><p><a href="https://www.wtps.org/cms/lib/NU01912980/Centricity/Domain/7168/PLEDGE - SPANISH.pdf" target="_blank">Translation - Spanish</a></p>	Washington Township New Student Registration	Invalid date

# Washington Township Public Schools New Student Registration

## [Adding a Student to an Existing Unified Classroom Account](#)

### [Current Washington Township Families](#)

Adding a new student to your existing Unified Classroom account is easy! Once completed, you will be able to log in to one account and view information for all of your students. To add your new student, follow the directions below:

1. After your pre-registration information is reviewed, you will receive an email from our Registration Department. It may take up to 5 business days for this email to be sent to you. This email will contain a tutorial along with very important links and login information that you will need to create your Unified Classroom account.
2. Click on the link "**Current WTPS Families**". Enter your current Unified Classroom log in information and click "**SIGN IN**".

PowerSchool ID ⓘ  
Enter your PowerSchool ID (your email address)

Password  
Enter your password

Forgot Password?

Sign In

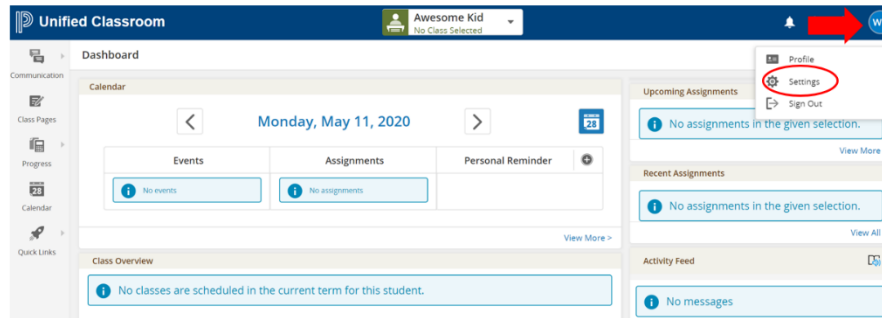
— OR —

Sign In With Microsoft

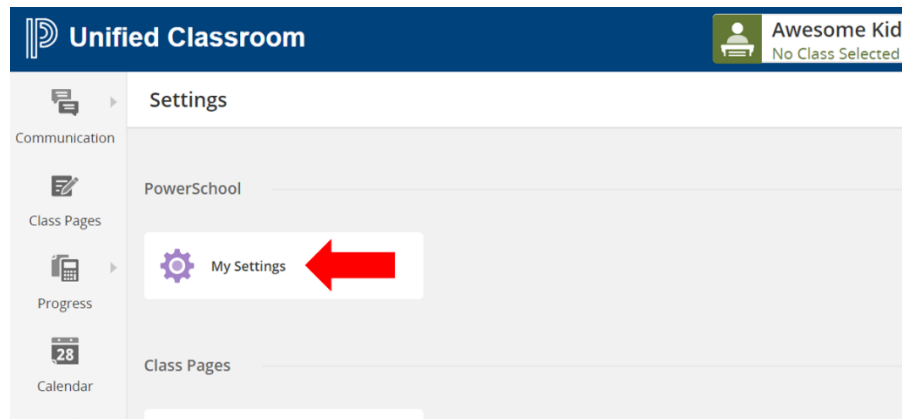
Sign In With Google

# Washington Township Public Schools New Student Registration

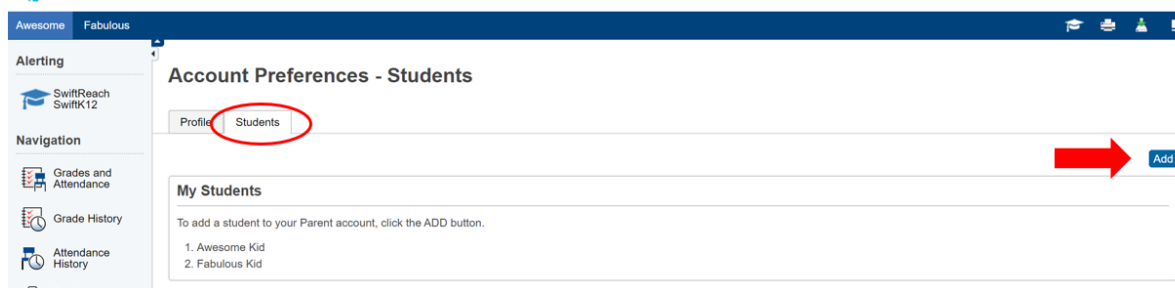
- Once you are logged in to your Unified Classroom account, click on your initials in the upper right-hand corner and then click **“SETTINGS”**.



- Under PowerSchool, click on **“MY SETTINGS”**.

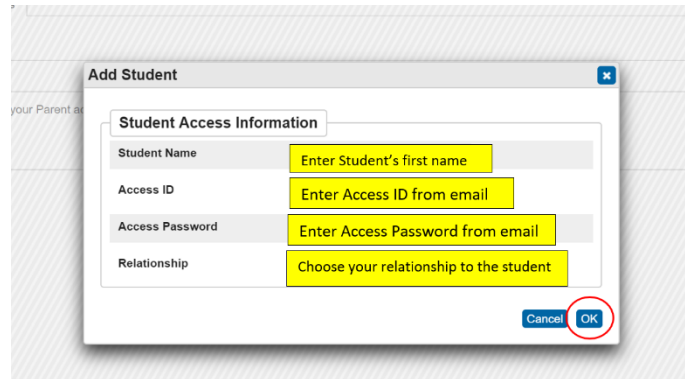


- Click on the **“STUDENTS”** tab and then click **“ADD”**.

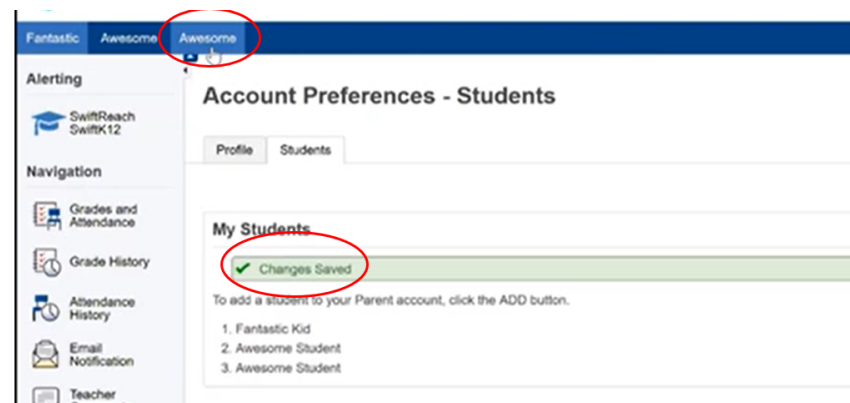


## Washington Township Public Schools New Student Registration

- Enter your student's first name along with the Access ID and Access Password that was provided in the email from the Registration Department. You will also enter your relationship to the student. If you are copying and pasting the Access ID and Access Password, please be sure that you do not copy any spaces as this will cause an error in the process. Click **"OK"**.



- You will receive a message letting you know that your changes were saved. Your student has now been added to your account. You will see their name, along with your other student, on the top of the screen. Click on your student's name at the top of the page to access the registration forms.



## Washington Township Public Schools New Student Registration

- Click on **“FORMS”** and then click the **“ENROLLMENT”** tab. The forms will be listed here. You are now ready to register! (See the **“Completing the Enrollment Forms”** section on page 16 to continue.)

The screenshot displays the 'Enroll Form Listing for Student, Awesome WTPS' interface. The navigation menu on the left includes 'Forms', which is highlighted with a red arrow and a yellow box labeled '1'. The main content area has tabs for 'General Forms', 'Class Forms', and 'Enrollment', with 'Enrollment' selected by a red arrow and a yellow box labeled '2'. Below the tabs, there is a section titled 'Enroll Form Listing for Student, Awesome WTPS' with a search bar and a table of forms.

Status	Form Name	Form Description	Category	Last Entry
Empty	[Washington Township] A - Preliminary Information		Washington Township New Student Registration	
Empty	[Washington Township] B - Birth Verification		Washington Township New Student Registration	
Empty	[Washington Township] C - Student Demographics		Washington Township New Student Registration	
Empty	[Washington Township] D - Student Address		Washington Township New Student Registration	





## Washington Township Public Schools

### New Student Registration

3. At the bottom of this form, and a few of the other forms, you are required to upload a document. We have a tool that allows you to upload your documents quickly and easily. Specific step-by-step instructions are provided in the next section.
4. When you finish uploading your document, review the information on the form. Once you have reviewed your information, click **“SUBMIT”**. The next form in your packet will automatically load.
5. Continue to complete each form and click **“SUBMIT”** at the end of each form.
6. Depending on your application, the last form in the packet is Form M-Acknowledgment of Completion **or** Form N-Information, Permissions and Agreements. Once you submit this form, your packet is complete.
7. Please note, some forms may appear as a result of your responses. Not everyone will have the same registration forms. The forms are organized by letter. If you notice that a letter is missing, that is OK. It just means that form may not apply to you.

# Washington Township Public Schools

## New Student Registration

### [How to Upload a Document Using the Document Attachment Tool](#)

Specific forms in your registration packet require you to upload documents. These documents are required to enroll your student into school. If a specific form requires you to upload a document, the document attachment tool will appear on the form. It is very easy to use.

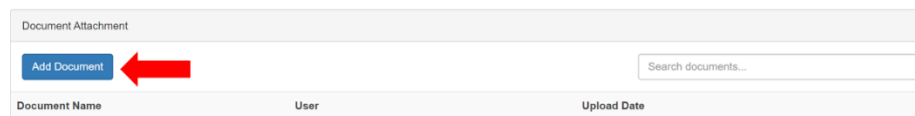
*To make the registration process more efficient, we suggest that you scan the necessary documents ahead of time and save them to your device. Be sure to remember where you save them so that you can easily find them when you need them.*

Below is a list of the documents that are required for registration:

- Proof of Residency
  - One of the following: mortgage statement, tax bill, rental/lease agreement, Notarized Residency Affidavit (Contact the Registration Office to obtain the correct affidavit.)
  - Two of the following: taxes, electric bill, water bill, cable bill, gas bill, other document showing proof of residency (Documents must be dated within 60 days of the date of registration in order to be acceptable.)
- Parent/Guardian Photo ID
- Immunization Records
- Original Birth Certificate
- A photo of your child
- Physicals and dental exams for enrolling kindergarten students
- Custody papers (or other relevant court orders), if applicable
- Copy of current IEP/504
- Current grades or standardized test scores (if transferring into the district)
- Unofficial transcripts (high school students)

To add a document, follow the instructions below:

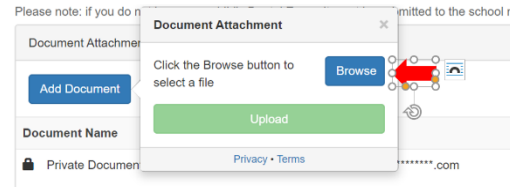
1. To add a document, click on **“ADD DOCUMENT”**.



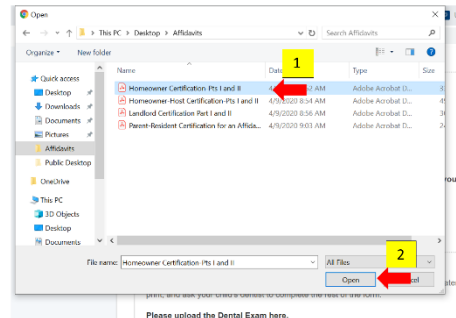
The screenshot shows a web interface for document attachment. At the top, there is a header "Document Attachment". Below the header, there is a blue button labeled "Add Document" with a red arrow pointing to it. To the right of the button is a search bar with the placeholder text "Search documents...". Below the search bar, there is a table with three columns: "Document Name", "User", and "Upload Date".

# Washington Township Public Schools New Student Registration

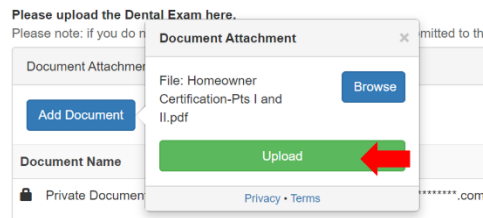
2. A Document Attachment box will pop up. Click **"BROWSE"**



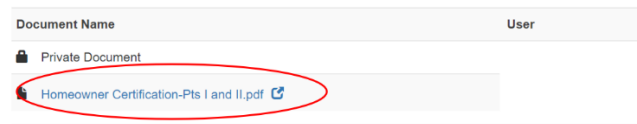
3. Find the file that you previously saved, click on that file and then click **"OPEN"**.



4. Click **"UPLOAD"**.



5. Your document will appear under Document Name.



- Your upload is complete. If you need to upload additional documents, simply repeat the steps above.

# Washington Township Public Schools

## New Student Registration

### Overview of Enrollment Forms

Below is an overview of each of the enrollment forms. Remember, you may not receive all of these forms in your packet. You will only receive forms that pertain to your situation.

#### Form A-Preliminary Information

- This form outlines the State of New Jersey's eligibility and domicile requirements. Once you read the information provided on the form, answer "Yes" under the Acknowledgment section and type in your signature.
- You will then be asked to upload YOUR photo ID. Once you upload your ID, click "**SUBMIT**".

#### Form B-Birth Verification & Demographics

- You are asked to provide information regarding your student's birthplace.
- Next you will be asked to provide two (2) email addresses that will receive important district communication. Please be sure to provide email addresses to accounts that are checked frequently as all district communications will be sent to these addresses.
- This form will collect information about your student such as legal name, gender, and race.
- You will also need to upload birth documentation (Certified copy of a birth certificate, Court Records, etc) along with a current photo of your child. This photo will be used in our Student Information System for safety measures.
- Click "**SUBMIT**".

#### Form C-Student Address

- On this form, you will provide your student's address and residency situation.
- If your child is an **affidavit student** (living with a person domiciled in the district, other than parent or guardian), the Parent/Legal Guardian Certification for an Affidavit Student must be printed, filled out and notarized. You are also required to provide proof of hardship. A notarized letter or letter from a lawyer is not acceptable. You can continue completing the other registration forms; however, your application will NOT be approved until we receive the completed, signed, and notarized Affidavit along with acceptable proof of hardship. Our Registration Department will contact you to set up a time to collect the form.
- You must upload proof of residency. Acceptable proof of residency examples are given on the form. When submitting proof, please be sure that all bill/statements are current.
- If you are a migrant worker and have your Migrant Certificate of Eligibility, please upload the certificate using the document attachment tool at the bottom of the page.

## Washington Township Public Schools New Student Registration

- Click “**SUBMIT**”.

### Form D-McKinney-Vento Student Notification

(This form may not apply to all students.)

- This form will collect information regarding your current living situation.
- Two signatures are required at the bottom of the form.
- Click “**SUBMIT**”.

### Form E-Out of Home Placement

(This form may not apply to all students.)

- This form collects information regarding your current living situation.
- Please be sure that you the parent/legal guardian and caseworker information.
- Click “**SUBMIT**”.





### Form F-Previous Enrollment and Records

- This form collects information about your student’s previous enrollment in school.
- If your student first entered a US School **less than 3 years ago**, you will need to provide the date the student first entered a US School.
- If your student is transferring to our district from another school district, you will need to provide the previous school district’s information and sign a Records Release so that we can contact the previous district and obtain your student’s records.
- You will answer the questions regarding Special Services.
- If your student has an IEP or 504, please upload their IEP/504 using the document attachment tool at the bottom of the page.
- Click “**SUBMIT**”.

### Form G-Student Contacts

- The form is very important as it collects information that we will use to contact you in the event of an emergency.
- This form collects contact information for a student’s parents/guardians and emergency contacts.
- You will see your information is partially filled in the contact chart. Click on the **pencil icon** to add to complete your contact information.

Please note: Under “Contact Type” select “Guardian” for the parent or guardian that will be the *primary* contact for district communication.

Name	Relationship	Contact Type	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access	
Wonderful Parent	Mother	Guardian					✓	✓	✓		✓	 
Susan Smith	Neighbor	Emergency	Mobile	000000000000					✓	✓		 

# Washington Township Public Schools New Student Registration

- It is very important that you choose **“GUARDIAN”** as the contact type when entering your contact information. This will ensure that you receive updates from SwiftK12, our parent messaging service, with important messages throughout the year. Only ONE parent/guardian can be the primary contact. Enter additional information and click **“SAVE”**.

**Edit Wonderful Parent**

First Name: Wonderful Middle Name: Parent Last Name: Parent

Gender: Female Relationship: Mother Employer:

**Contact Type: Guardian**

Address: Add

Phone: Add

Type	Phone Number	Preferred	Add

Type	Email	Primary	Add

Permissions:  Lives with  Emergency Contact  Custody  School Pick Up  Receives Mail

Apply Contact to:  Kid, Fabulous WTPS

**Save**

- You must add 3 emergency contacts, or your application will not be approved. This form can only be submitted once, so please be sure to input ALL contacts before submitting the form. *Listing an individual as an emergency contact will authorize that individual to pick-up your child so please be sure to only add people who are authorized to pick-up your child at school.* To add additional contacts, simply click on the **“ADD”** button and to input your additional contact’s information. Here you can input information for your spouse and emergency contacts. If you are registering multiple students, you have the option to apply these contacts to your other students. Simply check the box next to the name of the students whom you wish to apply the same contacts.

[Washington Township] H - Student Contacts

**Guardians and Emergency Contacts \***

Please list all parents/legal guardians and at least three (3) emergency contacts apart from the parents/legal guardians. Click the blue pencil to edit a contact or click the "ADD" button below to enter a contact.

Please note: Under "Contact Type" select "Guardian" for the parent or guardian that will be the *primary* contact for district communication.

Name	Relationship	Contact Type	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access	Add
Wonderful Parent	Mother	Guardian						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Apply this list of contacts to:

Kid, Fabulous WTPS

Submit this form to save changes.

## Washington Township Public Schools New Student Registration

- Enter the contact information (see highlighted areas below). You will also need to indicate permissions for this contact. If you have multiple students, here you can also apply this contact information to another student. Click **“SAVE”**.

The screenshot shows the 'New Contact' form with the following fields and callouts:

- Personal Information:** First Name, Middle Name, Last Name, Gender, Relationship, Employer, Contact Type.
- Address:** A single-line text field with an 'Add' button circled in red.
- Phone:** A table with columns 'Type', 'Phone Number', and 'Preferred'. The 'Preferred' column has an 'Add' button circled in red.
- Email:** A table with columns 'Type', 'Email', and 'Primary'. The 'Primary' column has an 'Add' button circled in red.
- Permissions:** A list of checkboxes: 'Lives with', 'Emergency Contact', 'Custody', 'School Pick Up', and 'Receives Mail'. A yellow callout box points to these with the text: 'Check the permission boxes that apply.'
- Apply Contact to:** A dropdown menu with 'Fabulous WTSPS' selected. A red circle highlights the dropdown arrow. A yellow callout box points to it with the text: 'Click student to also apply this contact information to their profile.'
- Buttons:** 'Save' (blue) and 'Cancel' (orange) buttons at the bottom right, with a red arrow pointing to the 'Save' button.

- Repeat the above step for each contact.
- Indicate if the student has a guardian in the military by clicking YES or NO.
- Click **“SUBMIT”**.

### Form H-Health Information

- Here you will enter health information such as medical contacts, health insurance provider, medications and medical history. Please be sure to provide as much information as possible as it is important that our nurses have accurate, up-to-date information.
- You will also be asked to provide sibling information. Please be sure to include all siblings attending a school in our district, the school they attend and grade level. (Ex. John Smith, Washington Township High School, 11<sup>th</sup> Grade)
- This form also contains the consent to emergency treatment. If you do not consent to this policy, you will be asked to provide the district with an action plan for your student in the event of an emergency.
- The student physical information is also provided on this form. A student physical exam is required, and you will need to submit proper documentation within thirty (30) days from the student’s first day of school. You can print the Universal Health Care form (link is provided on the form) or use your physician’s own physical form. If you have this information you can upload it using the document attachment tool at the bottom of the page.



## Washington Township Public Schools New Student Registration

- You are required to submit your student’s immunization record at the time of registration for your application to be approved. A Records Release will be sent to your child’s previous school after your application is complete, so it is the parent's responsibility to provide immunization records while completing the application. Please upload the immunization record using the document attachment tool at the bottom of the page.
- Click “**SUBMIT**”.

### Form I-Home Language Survey

- This form will ask questions to determine if your student is eligible to be an English Language Learner (ELL).
- Questions may be out of numerical order. This is OK. Questions will populate based on your answer to the previous question.
- Click “**SUBMIT**”.

### Form J-Transportation

- This form explains the Washington Township Board of Education Transportation Policy. If your student is eligible, you have the option to waive the right of transportation for the school year.
- Information regarding Kindergarten and Elementary Day Care Transportation is provided on this form. If you have already arranged for daycare, you can indicate your choice on this form. If you are unsure about your day care provider, choose the option “My child needs transportation to my home address”. You can contact the Transportation Department at 856-589-9190 when you choose your day before/after school day care provider.
- Click “**SUBMIT**”.

### Form K-Technology

- This form reviews the district’s Technology policy.
- For students in grades 6-12, you will have the option to purchase the optional Technology Care Plan. A link to PaySchools Central, the website used to pay for the care plan, is on the form. You will need to set up a separate account with PaySchools Central to complete this transaction. You can do this at a later time.
- Click “**SUBMIT**”.

### Form L-School Counseling Informed Consent Form

- On this form you will indicate your choices for School Counseling Services.
- Select your preference for each of the services listed.

## Washington Township Public Schools New Student Registration

- Click “**SUBMIT**”.

### Form M-Acknowledgment of Completion

(This form may not apply to all students.)

- This is your last form.
- Click the boxes indicating your acknowledgment and consent and type your signature.
- Set up registration review appointment. (See below)
- Click “**SUBMIT**”.

### Form N-Information, Permissions, and Agreements

(This form may not apply to all students)

- This is your last form.
- This form provides you with links to important student and parent information and district policies. This information is also posted on our website and is accessible to you throughout the year.
- Throughout the form, after reading the information provided click the boxes indicating your acknowledgment and consent. You must also type your signature at the bottom of the page.
- Set up registration review appointment. (See below)
- Click “**SUBMIT**”.

### Form Q-Information, Permissions, and Agreements

(This form may not apply to all students)

- This form provides links to important district information such as the Parent Handbook, Free or Reduced Lunch information, and Data Technology information. To view these documents, simply click on the blue title.
- Be sure to check the boxes for permissions and consent and type your name in the signature box.
- Click “**SUBMIT**”.

### Form R-Instructional and Transportation Commitment

(This form may not apply to all students)

- If you are registering for the 2020-21 school year, you will choose which type of instruction you want your child to receive: in-person or remote. Please select the appropriate boxes and type your name in the signature box.

# Washington Township Public Schools New Student Registration

- Click **“SUBMIT”**.

## Form S-WTPS COVID -19 Parent Daily Screening Pledge for Students

(This form may not apply to all students)

- If you choose in-person instruction for your child, you are required to complete the COVID-19 Parent Daily Screening Pledge for Students. Please read the form carefully and type your name in the signature box.
- Click **“SUBMIT”**.

## Setting Up a Registration Review Appointment

- When completing Form M-Acknowledgment of Completion or Form N-Information, Permissions, and Agreements in your registration packet, you are asked to set up a Registration Application Review. This is a phone appointment. Our Registrar will call on you the date/time scheduled to review your registration information. It is important that all forms are completed, and all required documents are uploaded prior to your appointment.
- If you need to reschedule your appointment, please contact our registration office at (856) 589-6644 Ext. 6698 or [blacca@wtps.org](mailto:blacca@wtps.org).
- To schedule your appointment, simply click on the date and time of the appointment you would like to reserve.

[Washington Township] M - Acknowledgment of Completion

Registration Application Review - Phone Appointment  
In order for your application to be completed and approved, please schedule a Registration Review Appointment below. Our Registrar will call you on the date and time of your choosing to review your completed application with you.  
Please be sure all forms are completed and all required documents are uploaded prior to your appointment. Thank you!  
Feb 21, 2021 – Feb 19, 2022

☰ day week month list today <

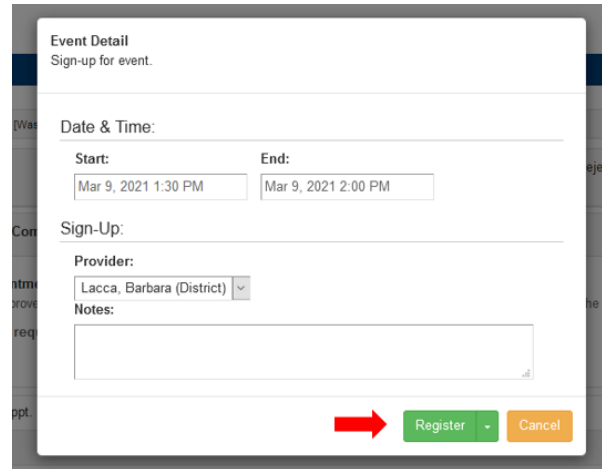
March 8, 2021	
9:00am - 9:30am	● Registration Review Appt.
9:45am - 10:15am	● Registration Review Appt.
10:30am - 11:00am	● Registration Review Appt.
11:15am - 11:45am	● Registration Review Appt.
12:00pm - 12:30pm	● Registration Review Appt.

March 9, 2021	
1:30pm - 2:00pm	● Registration Review Appt.
2:15pm - 2:45pm	● Registration Review Appt.
3:00pm - 3:30pm	● Registration Review Appt.
3:45pm - 4:15pm	● Registration Review Appt.

March 10, 2021	
9:00am - 9:30am	● Registration Review Appt.
9:45am - 10:15am	● Registration Review Appt.

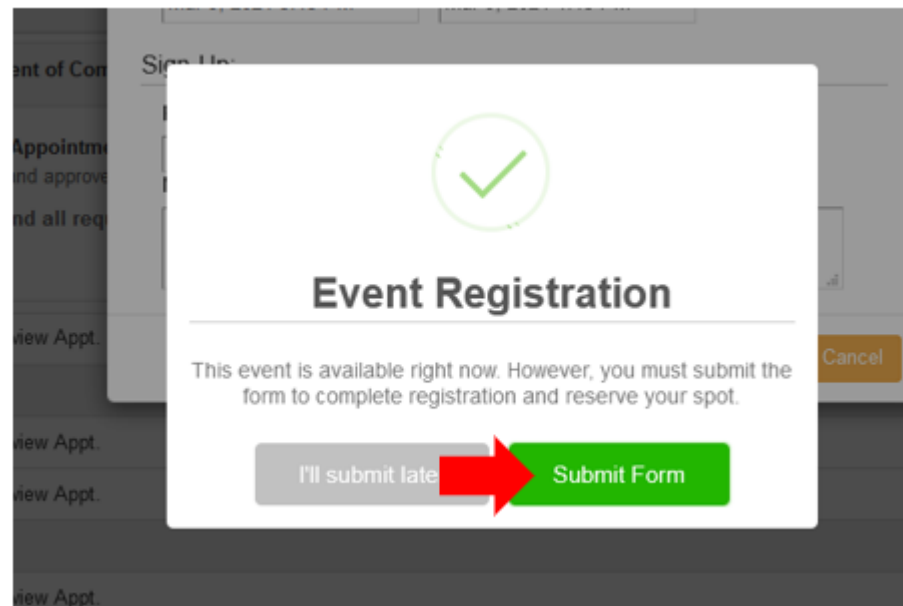
## Washington Township Public Schools New Student Registration

- After you choose your appointment, the Event Detail box will pop up. Click on the green “REGISTER” button to register for that date/time slot. If you do not want that time slot, click the yellow “Cancel” button and select the time/date you desire.



The screenshot shows a modal window titled "Event Detail" with the subtitle "Sign-up for event." It contains a "Date & Time:" section with "Start:" and "End:" fields, both showing "Mar 9, 2021 1:30 PM" and "Mar 9, 2021 2:00 PM" respectively. Below this is a "Sign-Up:" section with a "Provider:" dropdown menu set to "Lacca, Barbara (District)" and a "Notes:" text area. At the bottom right, there are two buttons: a green "Register" button and a yellow "Cancel" button. A red arrow points to the "Register" button.

- You will receive a pop-up box advising you that you must submit the form to complete registration and reserve your spot. To do so, simply click on the green “Submit Form” button.



The screenshot shows a confirmation pop-up box with a green checkmark icon at the top. The title is "Event Registration". The text inside reads: "This event is available right now. However, you must submit the form to complete registration and reserve your spot." At the bottom, there are two buttons: a grey "I'll submit later" button and a green "Submit Form" button. A red arrow points to the "Submit Form" button.

## Washington Township Public Schools New Student Registration

- Next, you will need to complete the Acknowledgment of Completion portion of the form and then click the “**SUBMIT**” button at the bottom of the page. Once you click “**SUBMIT**” you are finished.


**Acknowledgement of Completion \***  
I, as a parent/guardian, have completed the district registration forms for my student accurately and to the best of my knowledge. I understand I may be held accountable if intentionally incorrect information was provided.

I acknowledge

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**I consent to the use of electronic signatures \***

I consent

**Parent Signature \***  **Date \***  

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**Thank you!**  
This is the last form in your registration packet.  
The Registration Office will contact you at the date and time indicated above or if we have any questions about your application. If you need to change the date of your appointment, please contact the Registration Office (Barb Lacca) at blacca@wtps.org or (856) 589-6644, extension 6698. Kindly click submit to submit your application. Thank you!

