ONLINE REGISTRATION USER GUIDE

WASHINGTON TOWNSHIP PUBLIC SCHOOLS

Washington Township Public Schools
New Student Registration

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Pre-Registration

Important note: Please use Google Chrome, Firefox, or Edge to access our registration platform (Internet Explorer restricts access to many features).

1. Visit the Washington Township Public Schools website at www.wtps.org. Click on the **PARENTS** tab, click **REGISTRATION** and then click on **PRE-REGISTRATION PORTAL**.

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

3. After you choose your "Enrolling School Year", an "Approximate Entry Date" will populate accordingly. If you are registering a kindergarten student for the next school year, the date will automatically populate to 7/1/2020. You do not need to change the date. If you are registering a student for the current school year, the current date will automatically populate as the "Approximate Entry Date". If you want to enroll your child for immediate entry into school, you do not need to change the date. If you anticipate the entry date to be a date in the future, please enter the anticipated entry date.

4. 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. → ▾

5. 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.

6. 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.

7. 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   reCAPTCHA
                      Privacy - Terms

APPLY TO SCHOOL ⓘ ←
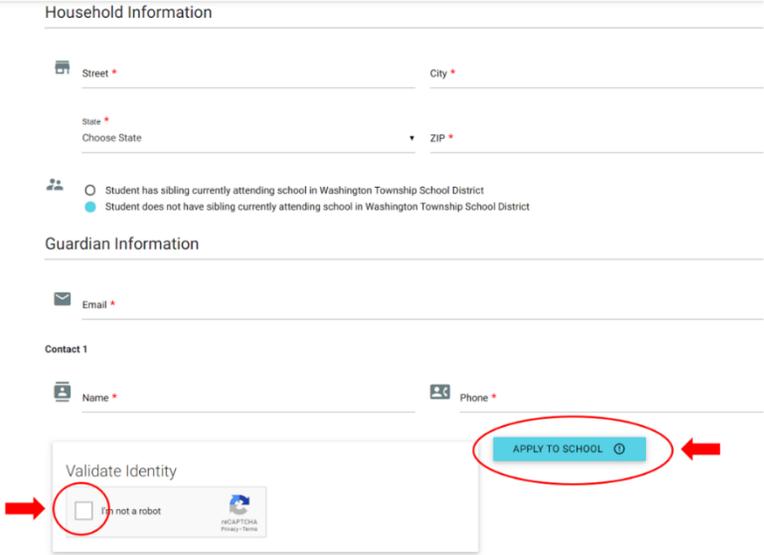
8. You will receive an email from Enrollment Express confirming that your application was received.   It will look similar to this:

> **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!

9. 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 process. This information is unique to your child and cannot be shared.

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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. *Please be sure to check your Spam/Junk File for this email!* 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 next to "New Families (who do NOT have a Unified Classroom Account)". 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!*

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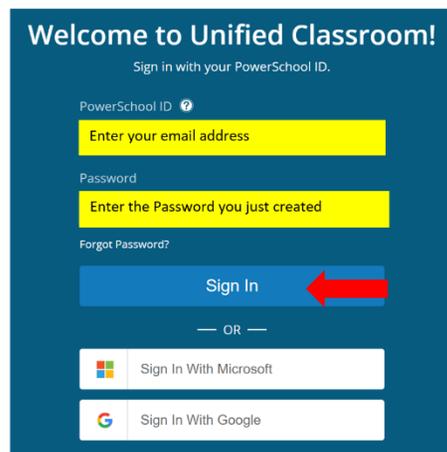
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5. Now that your Unified Classroom is set up and you are logged in, you need to add your child to the account using the information that was emailed to you from the Registration Office. To begin, click on "**I HAVE AN ACCESS ID**".

6. Enter your child'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**".

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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.

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

9. Click "**FORMS**".

10. Click "**ENROLLMENT**".
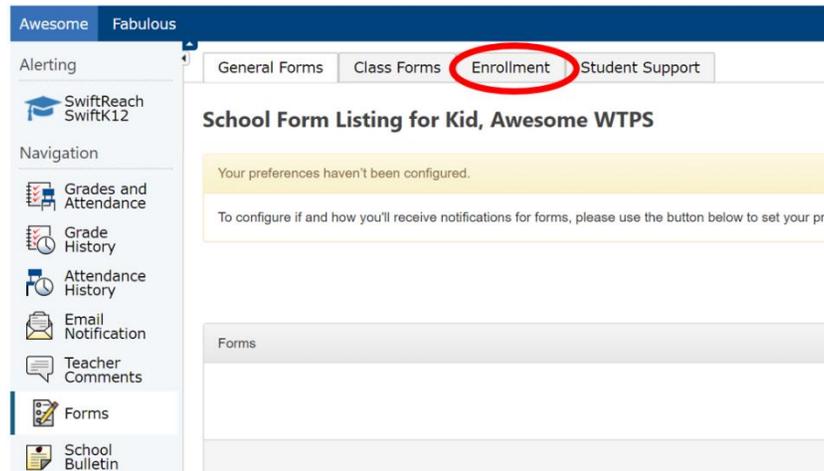
11. If you are registering multiple students, you will see that there is a tab for each student. Click the first student and complete their forms. Once complete, you will click on the next student and complete the forms provided. *Forms may be different for each student*.
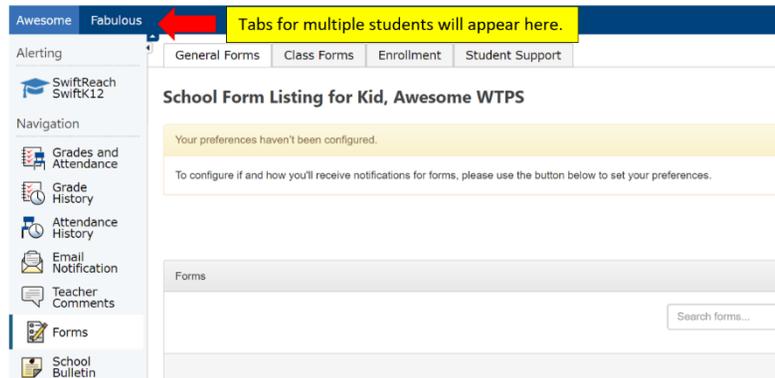
12. Your registration forms are displayed here. You are now ready to register!
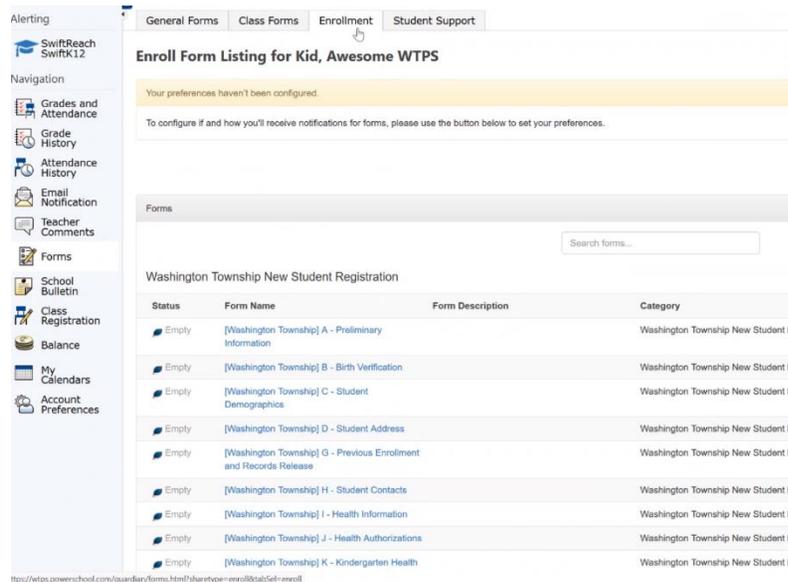
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Adding a Child to an Existing Unified Classroom Account

Current Washington Township Families

Adding a new child 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 children. Before you begin the registration process, log in to your current PARENT Unified Classroom account to ensure that you will not have any issues logging in to your account. If you have trouble logging in, please email cdoud@wtps.org or amarguglio@wtps.org for assistance.   To add your new child, 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 add your child to your current Unified Classroom account.
2. Click on the link next to the title "**Current WTPS Families (who already have a Unified Classroom Account)**". Enter your current Unified Classroom log in information and click "**SIGN IN**".

3. Once you are logged in to your Unified Classroom account, click on your initials in the upper right-hand corner and then click "**SETTINGS**".
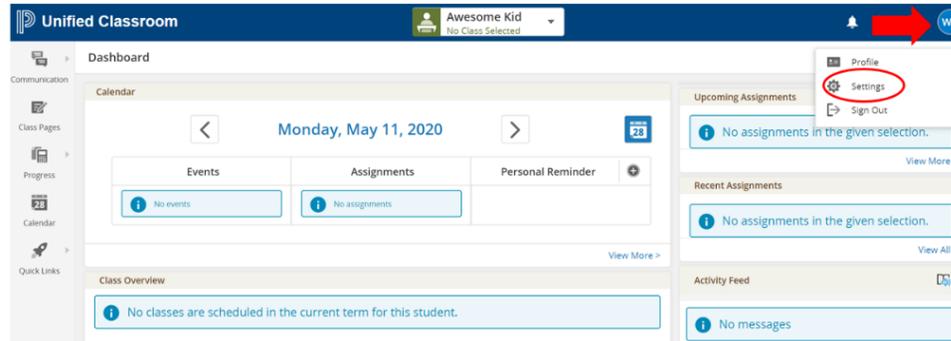
4. Under PowerSchool, click on "**MY SETTINGS**".
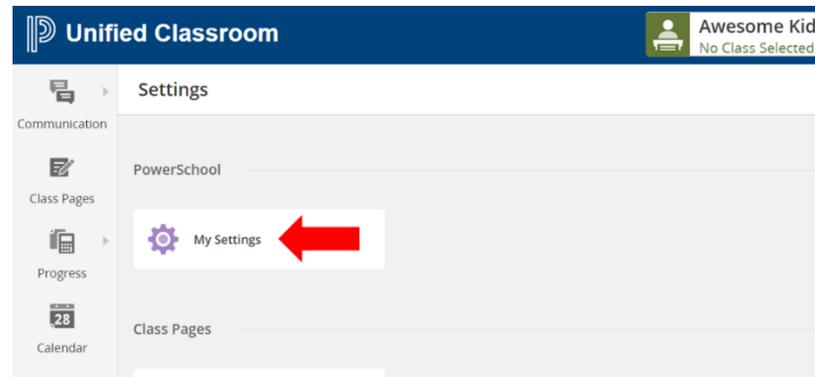
5. Click on the "**STUDENTS**" tab and then click "**ADD**".
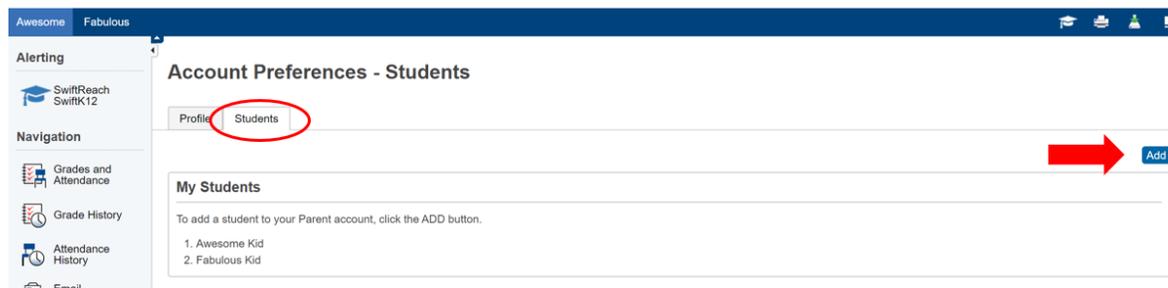
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6. Enter your child's first name along with the Access ID and Access Password that was provided in the email from the Registration Department. You will also enter your relationship to the student. If you are copying and pasting the Access ID and Access Password, please be sure that you do not copy any spaces as this will cause an error in the process. Click "**OK**".
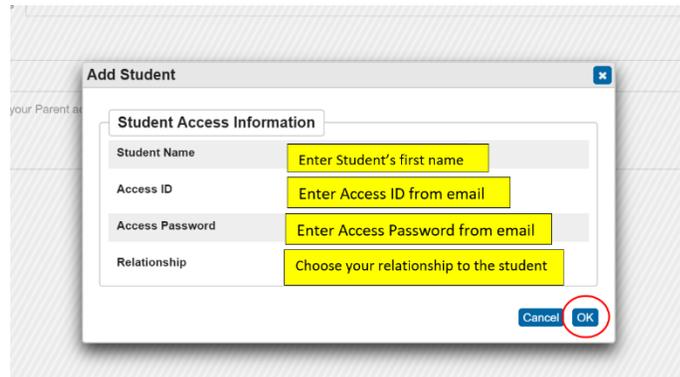
7. You will receive a message letting you know that your changes were saved.   Your student has now been added to your account. You will see their name, along with your other child(ren), on the top of the screen. Click on your child's name at the top of the page to access the registration forms.
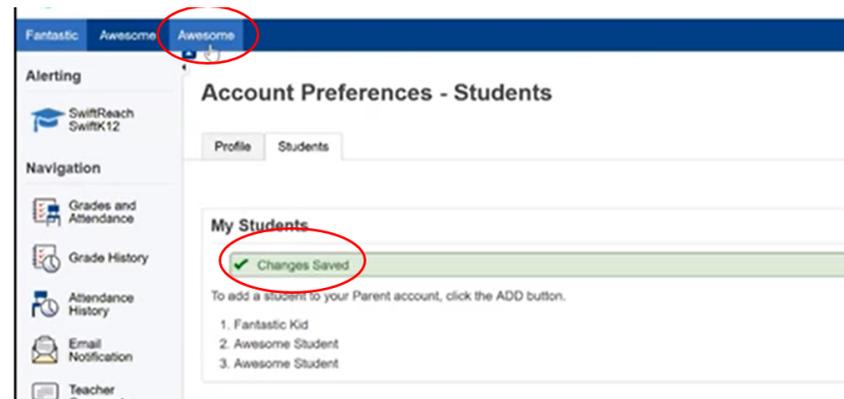
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8. Click on "**FORMS**" and then click the "**ENROLLMENT**" tab.   The forms will be listed here. You are now ready to register!

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Completing the Enrollment Forms

1. Your registration forms are displayed in forms under the Enrollment tab.

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2. Begin completing your enrollment packet by clicking on the first form, **[Washington Township] A-Preliminary Information.**

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 P-Acknowledgment of Completion **or** Form Q-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 a form may not apply to you.

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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 child 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 Letter of Residence Form
    - Two of the following: taxes, electric bill, water bill, cable bill, gas bill, other document showing proof of residency
- 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:

- To add a document, click on "**ADD DOCUMENT**".

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- A Document Attachment box will pop up. Click **"BROWSE"**
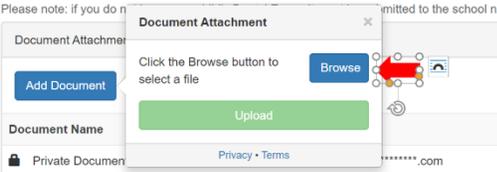
- Find the file that you previously saved, click on that file and then click "**OPEN**".
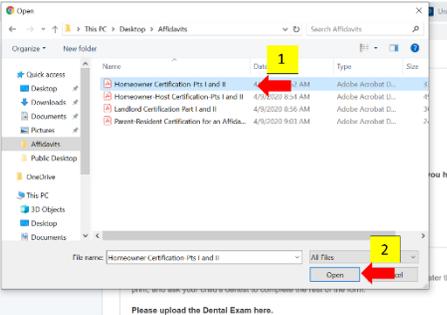
- Click "**UPLOAD**".
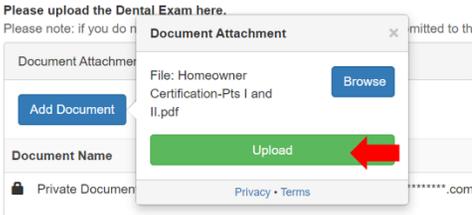
- Your document will appear under Document Name.

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

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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 State of New Jersey's eligibility and domicile requirements. Once you have 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

- You are asked to provide information regarding your child's birthplace.
- You will also need to upload birth documentation (Certified copy of a birth certificate, Court Records, etc.).
- Click "**SUBMIT.**"

Form C-Student Demographics

- This form will collect information about your child such as legal name, gender, and race.
- You will also have the opportunity to add siblings to your child's profile. To do so, click on the green "**ADD ROW**" button under siblings and enter the name(s) and date(s) of birth of your children.
- You are asked to submit a photo of your child. This photo will be used in our Student Information System for safety measures.
- Click "**SUBMIT.**"

Form D-Student Address

- On this form, you will provide your child'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 can continue completing the other registration forms, however, your application will NOT be approved until we receive the completed, signed, and notarized Affidavit. Our Registration Department will contact you to set up a time to collect the form.
- You must upload proof of residency. Acceptable proofs of residency examples are given on the form. When submitting proof, please be sure that all bill/statements are current.
- Click "**SUBMIT.**"

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Form E-McKinney-Vento Student Notification

(This form may not apply to all students and will only populate if necessary)

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

Form F-Out of Home Placement

(This form may not apply to all students and will only populate if necessary)

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

Form G-Previous Enrollment and Records Release

- This form collects information about your child's previous enrollment in school.
- If your child first entered a US School **less than 3 years ago**, you need to provide the date the student first entered a US School.
- If your child 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 child's records.
- Click "**SUBMIT.**"

Form H-Student Contacts

- This 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 3 emergency contacts.
- You will see your information is partially filled in the contact chart. Click on the **pencil icon** 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	Mother					✔	✔	✔		✔		
Susan Smith	Neighbor	Emergency 1	Mobile	000000000000					✔	✔			

- We ask that you add 3 emergency contacts. 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 children, you have the option to apply these contacts to your other children. Simply check the box next to the name of the children whom you wish to apply the same contacts.

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

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

<h1 style="text-align:center">Washington Township Public Schools
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Form I-Health Information

- Here you will enter health information such as medical contacts, health insurance provider, medications and medical history.
- Under the medical history section, if you child does not have any existing health conditions listed, be sure to check the box for "**NONE OF THESE.**"
- Click "**SUBMIT.**"

Form J-Health Authorizations

- This form contains the consent to emergency treatment. If you do not to consent to this policy, you will be asked to provide the district with an action plan for your child 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 your child'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 at the time of registration, you can upload it using the document attachment tool at the bottom of the page.
- You are required to submit your student's immunization record. Please upload the immunization record using the document attachment tool at the bottom of the page.
- Click "**SUBMIT.**"

Form K-Kindergarten Health History

(This form may not apply to all students.)

- This form collects information about your child's birth and developmental milestones.
- You will also be able to provide information regarding child's allergies. Please be sure to note any specific allergies for your child. If your child does not have any allergies, please be sure to check "NONE."
- All kindergarten students are required to submit the WTPS Dental Exam form no later than 30 days after the start of school. The Dental Form can be printed from the link provided on the form. If you have this information available at the time of registration, you can upload the form using the document attachment tool at the bottom of the page. If you do not have the form at the time of registration, you must submit it to the school nurse within 30 days after the start of school.
- Click "**SUBMIT.**"

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Form L-Special Programs and Migrant Worker Questionnaire

- This form asks for information regarding Special Services and Migrant Workers.
- If your child has an IEP or 504, please upload their IEP/504 using the document attachment tool at the bottom of the page.
- 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.
- Click "**SUBMIT.**"

Form M-Home Language Survey

- This form will ask questions to determine if your child 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 N-Transportation

- This form explains the Washington Township Board of Education Transportation Policy. If your child is eligible for transportation, 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 daycare provider, choose the option "My child needs transportation to my home address." You can contact the Transportation Department when you choose your day before/after school day care provider.
- Click "**SUBMIT.**"

Form O-Technology

- This form reviews the district's Technology policies.
- 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 P-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.
- Click "**SUBMIT.**"

Form Q-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.
- After reading the information provided click the boxes indicating your acknowledgment and consent for each section of the form. You must also type your signature at the bottom of the page.
- Click "**SUBMIT.**"