





Updated 6/2/2020

Contents

Pre-Registration	1
Creating a New Unified Classroom Account	4
New Washington Township Families	4
Adding a Child to an Existing Unified Classroom Account	
Current Washington Township Families	
Completing the Enrollment Forms	14
How to Upload a Document Using the Document Attachment Tool	16
Overview of Enrollment Forms	
Form A-Preliminary Information	
Form B-Birth Verification	
Form C-Student Demographics	
Form D-Student Address	
Form E-McKinney-Vento Student Notification	
Form F-Out of Home Placement	
Form G-Previous Enrollment and Records Release	
Form H-Student Contacts	
Form I-Health Information	21
Form J-Health Authorizations	21
Form K-Kindergarten Health History	21
Form L-Special Programs and Migrant Worker Questionnaire	22

Form M-Home Language Survey	22
Form N-Transportation	22
Form O-Technology	22
Form P-Acknowledgment of Completion	23
Form Q-Information, Permissions, and Agreements	23

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 <u>www.wtps.org</u>. Click on the **PARENTS** tab, click **REGISTRATION** and then click on **PRE-REGISTRATION PORTAL**.

District Home	our schools 🗸 translate page 💙	my passkeys site manager my account 🗸 🛛 🚥	Registration Process
Washi Public S DISTRICT IN	ington Township chools Sewell, NJ 160 Board of ed departments students	Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne Anne	Eileen Abbott Central Administration Building 206 Fast Holly Avenue Sewell, NJ 08080 (856) 589-6644, ext. 6698 (856) 589-1385 (fax)
Parents Directory		2 A C D F H I N P R S T U	The registration of students for enrollment in the Washington Township Public School is managed through the District's Central Registration Office in the Eileen Abbott Central Administration Office.
2	Forms	PowerSchool	Allele on the links to the left for more left an allow allow a book and the left of a star black in any District
2019-20 Parent Handbook	н	R	Click on the links to the left for more information about registering your students in our District.
A	Health Services	Registration	For all families seeking to register their children in the Washington Township Public Schools for the 2020-21 school year (kindergarten or
Attendance	I	S	children who are new to the District), please note that the District's new online registration portal will be launched in the coming weeks.
c	Internet Safety	 Special Education Parent Advisory Group (SEPAG) 	
Change of Address Form	N	Summer Assignments	If you will be registering a child soon, please upload all <u>required documentation</u> to your personal files in preparation for this process. Need belo scapping? No problem Please see our guide
D	NJ Family Care	т	help stanning. No problem: rease see ou guide.
District Calendar	P	Technology	Scanning Important Documents for Registration on Your Mobile Device
District Homework Policy	Parent Teacher Organizations	U	
F	Parental Rights	Unified Classroom Demo	
			To begin the Registration process, please complete the information requested in the Pre-Registration Portal.) coming soon)

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

D Enrolln

ent Express	Pre-regis	Internation for Envolvement at Weathington	Township School District /		•	
	θ	First Name *	Middle Name		Last Name *	
	Ľ	Home Phone *				
	8	Date of Birth *		Choose Student	Gender	
		Grade Level Student Vill Exter * Choose student grade				
	Ø	Enrolling School Year * Select Year		•		

- 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.

Sch	ool Preference	
Plas	lease select the appropriate resident school according to the location ssigned at Registration. If you're not sure, kind relick here.	on of your residence. If the incorrect school is selected, no problem! The correct school will be 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".

	sehold Information	
• ••	Street *	City *
	State *	
	Choose State	▼ ZIP ▼
1	 Student has sibling currently attending school in Washi Student does not have sibling currently attending school 	ngton Township School District ol in Washington Township School District
Gua	rdian Information	
\sim	Email *	
Contac	t1	
Contac	t 1 Name *	Phone *
Contac	t 1 Name *	Phone *
	Name *	Phone *
	name *	Phone *

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 i Township School District directly.	s processed. If you have questions or need assistance, please contact Washington
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.

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

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!*



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".



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".

Welcome to Unified Classroom!
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
l 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.
DeverSchool

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".

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 V/a	step only applies if you are registering MULTIPLE STUDENT
•	
	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".



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*.

Awesome	Fabulous	Tabs	for multiple	students wi	ill appear here.		
Alerting	1	General Forms	Class Forms	Enrollment	Student Support	1	
Swift Swift	Reach (12	School Form	Listing for K	(id, Awesor	ne WTPS		
	es and	Your preferences ha	ven't been configure	ed.			
Grade	dance	To configure if and I	now you'll receive no	tifications for forms	s, please use the button b	alow to set your pref	ferences.
Atten Histor	dance Y						
Email Notific	cation	Forms					
Teach Comm	er nents						
📝 Forms	5						Search forms
Schoo Bullet	ol in						

12. Your registration forms are displayed here. You are now ready to register!

Alerting	General Forms	Class Forms	Enrollment	Student Support		
SwiftReach SwiftK12	Enroll Form	Listing for K	id, Aweson	ne WTPS		
lavigation						
Grades and Attendance	Your preferences I	naven't been configur	ed.			
Grade History	To configure if and	how you'll receive n	otifications for form	is, please use the button below to	set your preferences.	
Attendance History						
Email Notification	Forms					
Teacher Comments					Search forms	
Forms						
School Bulletin	Washington To	ownship New Stu	udent Registra	tion		
Class	Status	Form Name		Form Description		Category
 Registration Balance 	Empty	[Washington Towns] Information	hip] A - Preliminary			Washington Township New Student R
My	Empty	[Washington Towns]	hip] B - Birth Verific	sation		Washington Township New Student R
Account Preferences	Empty	[Washington Towns] Demographics	hip] C - Student			Washington Township New Student F
	e Empty	[Washington Towns]	hip] D - Student Ac	Idress		Washington Township New Student F
	Empty	[Washington Towns] and Records Release	hip] G - Previous E se	inroliment		Washington Township New Student F
	p Empty	[Washington Towns]	hip] H - Student Co	ontacts		Washington Township New Student F
	e Empty	[Washington Towns]	hip] I - Health Infor	mation		Washington Township New Student F
	Empty	[Washington Towns]	hip] J - Health Auth	orizations		Washington Township New Student F
	Empty	[Washington Towns]	hip] K - Kindergarte	an Health		Washington Township New Student F

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

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 <u>cdoud@wtps.org</u> or <u>amarguglio@wtps.org</u> 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".

Welcom	Ne to Unified Classro Sign in with your PowerSchool ID.	om!								
PowerS	PowerSchool ID 🕜									
Enter y	our PowerSchool ID (your email address)									
Passwoi										
Enter y	our password									
Forgot Pa	issword?									
	Sign In									
	— OR —									
•	Sign In With Microsoft									
G	Sign In With Google									

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".

D Unifi	ed Classroom	Awe:	some Kid 🚽			* * *
Communication	Calendar Calendar Events To events	Monday, May 11, 2020 Assignments	> Personal Reminder	23	Upcoming Assignments Upcoming Assignments Recent Assignments No assignments in the	Profile Settings Sign Out given selection. View More >
₽ Quick Links	Class Overview On the classes are scheduled	in the current term for this student.	v	iew More >	Activity Feed No messages	View All >

4. Under PowerSchool, click on "MY SETTINGS".



5. Click on the "STUDENTS" tab and then click "ADD".

Awesome	Fabulous		Þ	٠	۵.	!
Alerting		Account Preferences - Students				
Swit Swit	ftReach ftK12	Profile Students				
Navigatio	n				_	
Gra	des and			-7	Ad	d
₹ E Atte	ndance	My Students				
Gra	de History	To add a student to your Parent account, click the ADD button.				
Hist	ndance ory	1. Awesome Kid 2. Fabulous Kid				
	sil					

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".

Add Student	
Student Acce	ss Information
Student Name	Enter Student's first name
Access ID	Enter Access ID from email
Access Passwor	Enter Access Password from email
Relationship	Choose your relationship to the student

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.



8. Click on "FORMS" and then click the "ENROLLMENT" tab. The forms will be listed here. You are now ready to register!



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

Completing the Enrollment Forms

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



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

Alerting	General Form	ms Class Forms	Enrollment	Student Support		
SwiftReach SwiftK12	Enroll For	m Listing for Kid	d, Aweson	ne WTPS		1
Navigation	Your preference	es haven't been configured				
Grades and Attendance						
Grade History	To configure if	and how you'll receive notif	ications for form	is, please use the button below to	set your preterences.	
Attendance History						
A Email Notification	Forms					
Teacher Comments						
Forms					Search forms	
School Bulletin	Washington	Township New Stud	ent Registral	tion		
Class	Status	Form Name		Form Description		Category
Balance	# Emply	(Washington Township Information	A - Preliminary			Washington Township New Student Ru
My My	# Empty	(Washington Township	B - Birth Verific	cation		Washington Township New Student Ro
Account Preferences	# Emply	(Washington Township Demographics	C - Student			Washington Township New Student Re
	# Empty	(Washington Township	D - Student Ad	Idreas		Washington Township New Student Re
	# Empty	(Washington Township and Records Release	G - Previous E	Enrolment		Washington Township New Student Re
	# Empty	(Washington Township	H - Student Co	ontacts		Washington Township New Student Re
	# Empty	(Washington Township) I - Health Infor	maton		Washington Township New Student Re
	# Empty	(Washington Township	J - Health Auth	horizations		Washington Township New Student Re
	# Empty	(Washington Township	K - Kindergarte	on Health		Washington Township New Student Re

- 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.

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
 - o 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".

Document Attachment			
Add Document			Search documents
Document Name	User	Upload Da	te

• A Document Attachment box will pop up. Click "BROWSE"

Document Attachmer	Document Attachment	×
Add Document	Click the Browse button to select a file	rowse
Document Name	Upload	1
Private Documen	Privacy • Terms	*******.com

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

		c - beneg - renames			~
Organize • Nev	v folder		4	• 💷	0
t Ouick accord	^	Name	Date	Туре	Size
Dackton I		A Homeowner Certification Pts I and II	44 2 AM	Adobe Acrobat D	3
Developed a		A Homeowner-Host Certification-Pts I and II	4/9/2020 8:54 AM	Adobe Acrobat D	45
Oownoods		Landlord Certification Part I and II	4/9/2020 8:56 AM	Adobe Acrobat D	31
B Documents	·	Parent-Resident Certification for an Affida	4/9/2020 9:03 AM	Adobe Acrobat D	2.
Pictures >	e				
Affidavits					
📜 Public Desktop	p				
OneDrive					rou I
🍮 This PC					
3D Objects					
Desktop					
P Documents	~ <				>
				2	
1	file name:	Homeowner Certification-Pts I and II	~ AI I	Files	~
				A	

• Click "UPLOAD".

Please upload the Dent	tal Exam here.	
Please note: if you do n	Document Attachment ×	mitted to th
Document Attachmer	File: Homeowner	
Add Document	Certification-Pts I and II.pdf	
Document Name	Upload	
Private Documen	Privacy • Terms	********.com

• Your document will appear under Document Name.

Doo	cument Name	User
	Private Document	
	Homeowner Certification-Pts I and II.pdf	

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

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."

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.

												Add
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					~	~		X

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

• 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.

Vash	ington Townsh	hip] H - Student Co	intacts										
luaro leas nter leas	dians and Eme e list all parents a contact. e note: Under	rgency Contacts ⁴ Jegal guardians an "Contact Type" se	d at least thre lect "Guardi	e (3) emerger an" for the pa	ncy contacts	apart from t	the paren	ts/legal gua e primary c	rdians. Cli contact for	ck the blue per	ncil to edit a continunication.	act or click the "A	DD" button be
													Add
	Name	Relationship	Contact Type	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access	<u> </u>
	Wonderful Parent	Mother	Mother					*	*	*		*	× ×
	Apply this list	of contacts to:											
C	🛛 Kd, Fabulo	us WTPS										Submit this form t	o save change

• 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."

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."

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."