



ONLINE REGISTRATION USER GUIDE



WASHINGTON TOWNSHIP PUBLIC SCHOOLS

Updated 11/9/21

Washington Township Public Schools

New Student Registration

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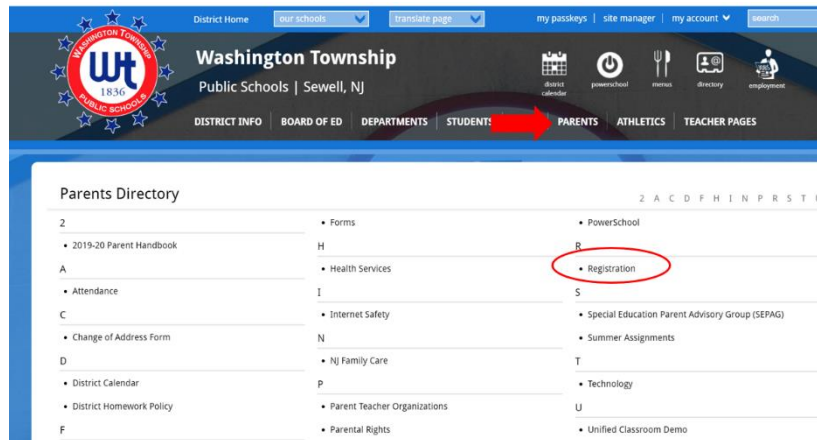
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Washington Township Public Schools New Student Registration

Pre-Registration

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**.



Registration Process

Eileen Abbott Central Administration Building
206 East Holly Avenue
Sewell, NJ 08080
(856) 589-6644, ext. 6698
(856) 589-1385 (fax)

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.

Click on the links to the left for more information about registering your students in our District.

For all families seeking to register their children in the Washington Township Public Schools for the 2020-21 school year (kindergarten or children who are new to the District), please note that the District's new online registration portal will be launched in the coming weeks.

If you will be registering a child soon, please upload all [required documentation](#) to your personal files in preparation for this process. Need help scanning? No problem! Please see our guide:

[Scanning Important Documents for Registration on Your Mobile Device](#)

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.

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

WASHINGTON TOWNSHIP PUBLIC SCHOOLS 1836

Student Information

First Name * Middle Name Last Name *

Home Phone *

Date of Birth * Choose Student Gender *

Grade Level Student Will Enter *
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.

Washington Township Public Schools

New Student Registration

Creating a New PowerSchool Account

New Washington Township Families

The steps below only apply to new families who do not currently have a PowerSchool account. If you already have a PowerSchool 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. PowerSchool is the Student Information System used by our district. Your access to PowerSchool 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 PowerSchool 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 new PowerSchool account.
2. From the email, click the link “<https://wtps.powerschool.com/public>”. Click on the tab labeled “**CREATE ACCOUNT**” and then click on the blue “**CREATE ACCOUNT**” button.

A screenshot of the PowerSchool SIS 'Parent Sign In' page. The page has a dark blue header with the PowerSchool SIS logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is circled in red. Below these buttons, there is a section titled 'Create an Account' with a brief description and a 'Learn more' link. At the bottom right, there is a blue 'Create Account' button with a red arrow pointing to it.

Washington Township Public Schools New Student Registration

3. Enter your name, email address, username (your email address) and your desired password. **Your username should be your email address!** You can create your own password. Password must be at least 8 characters long.

 PowerSchool SIS

Create Parent Account

Parent Account Details

First Name	Enter parent/guardian FIRST name
Last Name	Enter parent/guardian LAST name
Email	Enter parent/guardian email address
Re-enter Email	Re-enter parent/guardian email address
Desired Username	Enter your email address for your username
Password	Enter your desired password
Re-enter Password	Re-enter your desired password

Password must: •Be at least 8 characters long

Washington Township Public Schools New Student Registration

4. Next you will link your child(ren) to the account. Enter the student's name, Access ID, Access Password, and relationship. The Access ID and Access Password can be found in the email that was sent to you from the Registration Department. 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 registering multiple students, you will need to input the name, Access ID, Access Password, and Relationship for each child. ****NOTE: Each student has a different Access ID and Access Password.** Refer to the email that was sent to you by the Registration Department for correct Access Codes and Access Passwords.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1


Student Name	Enter the student's first and last name
Access ID	Enter the Access ID that was sent via email
Access Password	Enter the Access Password that was sent via email
Relationship	Choose your relationship to the student

2

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

5. Once you enter the above information for your child(ren), click on the blue “ENTER” button at the bottom of the screen.

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

 **Enter**

Washington Township Public Schools New Student Registration

6. Your PowerSchool account setup is now complete.
7. To access your enrollment forms, simply click on **"FORMS"** from the menu on the left-hand side.

Grades and Attendance: DOUD, SANDY

Grades and Attendance | Standards Grades

Exp	Last Week					This Week					Course	M1	M2
	M	T	W	H	F	M	T	W	H	F			

Current weighted GPA (M1):
[Show dropped classes also](#)

Attendance By Day										21-22
Last Week					This Week					
M	T	W	H	F	M	T	W	H	F	
										0
Attendance Totals:										0

8. Click **"ENROLLMENT"**.

Enroll Form Listing for Story, Toy

General Forms | Class Forms | **Enrollment** | Student Support

Washington Township New Student Registration

- [\[Washington Township\] A - Preliminary Information](#)
Last Entry: 09/12/2021 11:02:57 AM
- [\[Washington Township\] B - Birth Verification & Demographics](#)
Last Entry: 07/28/2021 10:31:38 AM
- [\[Washington Township\] C - Student Address](#)
Last Entry: 10/21/2021 11:22:25 AM
- [\[Washington Township\] E - Out of Home Placement](#)
Last Entry: 02/16/2021 4:11:39 PM

Washington Township Public Schools New Student Registration

9. Your registration forms are displayed here. You are now ready to register! Click on the first form name to begin completing the forms.

Alerting

SwiftReach SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

General Forms Class Forms Enrollment Student Support

Enroll Form Listing for Kid, Awesome WTPS

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Forms

Search forms...

Washington Township New Student Registration

Status	Form Name	Form Description	Category
Empty	[Washington Township] A - Preliminary Information		Washington Township New Student R
Empty	[Washington Township] B - Birth Verification		Washington Township New Student R
Empty	[Washington Township] C - Student Demographics		Washington Township New Student R
Empty	[Washington Township] D - Student Address		Washington Township New Student R
Empty	[Washington Township] E - Previous Enrollment and Records Release		Washington Township New Student R
Empty	[Washington Township] F - Student Contacts		Washington Township New Student R
Empty	[Washington Township] G - Health Information		Washington Township New Student R
Empty	[Washington Township] H - Health Authorizations		Washington Township New Student R
Empty	[Washington Township] I - Kindergarten Health		Washington Township New Student R

<https://wtps.powerschool.com/guardian/forms.html?navtype=enroll&tab=sel-enroll>

10. 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

Alerting

SwiftReach SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin

General Forms Class Forms Enrollment Student Support

School Form Listing for Kid, Awesome WTPS

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Forms

Search forms...

Washington Township Public Schools

New Student Registration

Adding a Student to an Existing PowerSchool Account

Current Washington Township Families

Adding a new student to your existing PowerSchool 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 PowerSchool account.
2. Click on the link "<https://wtps.powerschool.com/public>". Enter your current PowerSchool log in information and click "**SIGN IN**".

PowerSchool SIS

Parent Sign In

Sign In Create Account

Username Enter your existing PowerSchool Username
(This should be your email address)

Password Enter your existing PowerSchool Password

[Forgot Username or Password?](#)

Sign In

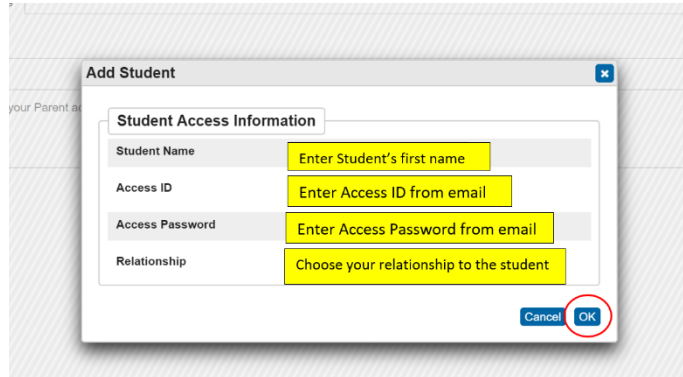
Washington Township Public Schools New Student Registration

- Once you are logged in to your PowerSchool account, click on “**ACCOUNT PREFERENCES**” located on the menu on the left-hand side of the screen. Then click on the blue “**ADD**” button on the right-hand side.

The screenshot displays the PowerSchool SIS interface. On the left, the navigation menu includes 'Account Preferences', which is circled in red. The main area is titled 'Account Preferences - Students' and has tabs for 'Profile' and 'Students'. The 'Students' tab is active, showing a section titled 'My Students'. Below this title, there is a message: 'To add a student to your Parent account, click the ADD button.' followed by a list of students: '1. SANDY DOUD' and '2. Toy Story'. A red arrow points to a blue 'Add' button located in the top right corner of the 'My Students' section.

Washington Township Public Schools New Student Registration

4. 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"**.

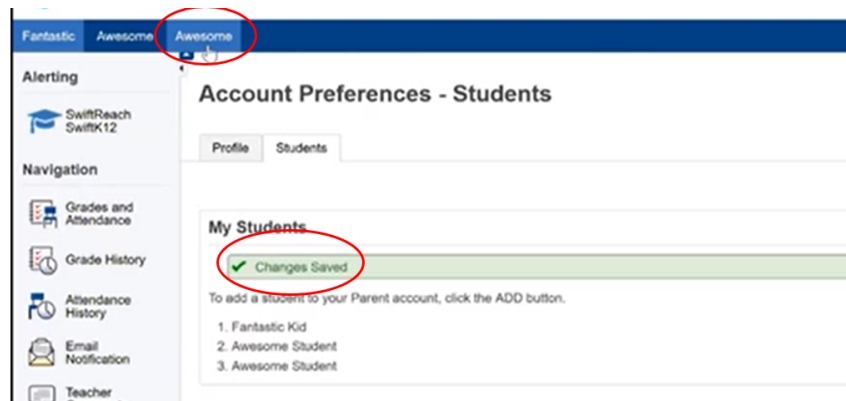


The screenshot shows a modal dialog box titled "Add Student". It contains a form with the following fields and instructions:

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

At the bottom right of the dialog are "Cancel" and "OK" buttons. The "OK" button is circled in red.

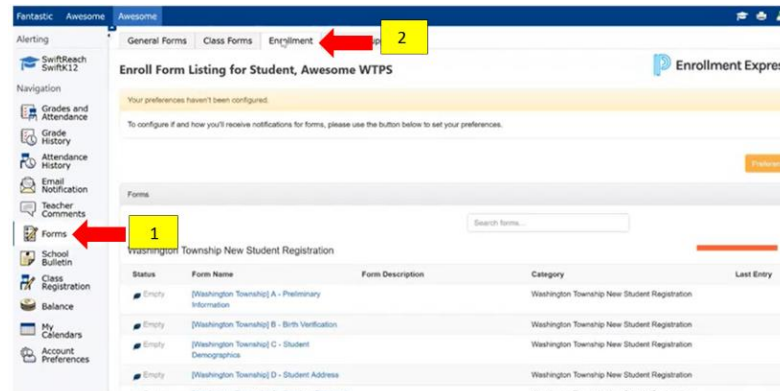
5. You will receive a message letting you know that your changes were saved. Your student has now been added to your account. You will see their name, along with your other student, on the top of the screen. Click on your student's name at the top of the page to access the registration forms.



The screenshot shows the "Account Preferences - Students" page. The left sidebar has a "Navigation" menu with items like "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", and "Teacher". The main content area has tabs for "Profile" and "Students". Under the "Students" tab, there is a section titled "My Students" with a green banner that says "Changes Saved" (circled in red). Below this, it says "To add a student to your Parent account, click the ADD button." and lists three students: "1. Fantastic Kid", "2. Awesome Student", and "3. Awesome Student". The "Awesome" student names are circled in red.

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!



The screenshot shows the 'Enrollment Express' interface for Washington Township Public Schools. The sidebar on the left contains navigation links: Alerting, SwiftBeach SwiftK12, Navigation, Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, Forms (highlighted with a red arrow and a yellow box labeled '1'), School Bulletin, Class Registration, Balance, My Calendars, and Account Preferences. The main content area has tabs for General Forms, Class Forms, and Enrollment (highlighted with a red arrow and a yellow box labeled '2'). Below the tabs, there is a message about preferences 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

Completing the Enrollment Forms

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

Alerting

SwiftReach
SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

General Forms | Class Forms | **Enrollment** | Student Support

Enroll Form Listing for Kid, Awesome WTPS

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Forms

Search forms...

Washington Township New Student Registration

Status	Form Name	Form Description	Category
Empty	[Washington Township] A - Preliminary Information		Washington Township New Student Ri
Empty	[Washington Township] B - Birth Verification		Washington Township New Student Ri
Empty	[Washington Township] C - Student Demographics		Washington Township New Student Ri
Empty	[Washington Township] D - Student Address		Washington Township New Student Ri
Empty	[Washington Township] G - Previous Enrollment and Records Release		Washington Township New Student Ri
Empty	[Washington Township] H - Student Contacts		Washington Township New Student Ri
Empty	[Washington Township] I - Health Information		Washington Township New Student Ri
Empty	[Washington Township] J - Health Authorizations		Washington Township New Student Ri
Empty	[Washington Township] K - Kindergarten Health		Washington Township New Student Ri

<https://wtps.powerschool.com/guardian/forms.html?shantype=enroll&tab=Set-enroll>

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

Alerting

SwiftReach
SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

General Forms | Class Forms | **Enrollment** | Student Support

Enroll Form Listing for Kid, Awesome WTPS

Your preferences haven't been configured.

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Forms

Search forms...

Washington Township New Student Registration

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Empty	[Washington Township] A - Preliminary Information		Washington Township New Student Ri
Empty	[Washington Township] B - Birth Verification		Washington Township New Student Ri
Empty	[Washington Township] C - Student Demographics		Washington Township New Student Ri
Empty	[Washington Township] D - Student Address		Washington Township New Student Ri
Empty	[Washington Township] G - Previous Enrollment and Records Release		Washington Township New Student Ri
Empty	[Washington Township] H - Student Contacts		Washington Township New Student Ri
Empty	[Washington Township] I - Health Information		Washington Township New Student Ri
Empty	[Washington Township] J - Health Authorizations		Washington Township New Student Ri
Empty	[Washington Township] K - Kindergarten Health		Washington Township New Student Ri

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 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 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.

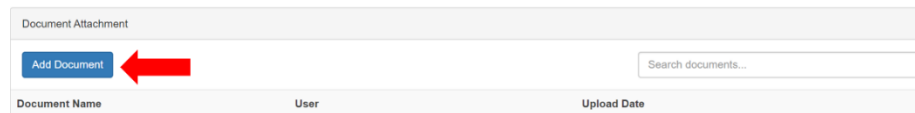
To make the registration process more efficient, we suggest that you scan the necessary documents ahead of time and save them to your device. Be sure to remember where you save them so that you can easily find them when you need them.

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 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

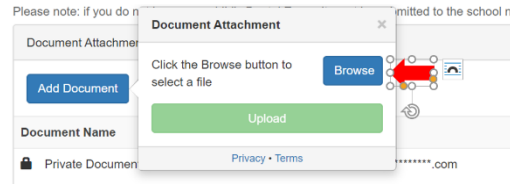
Add Document

Search documents...

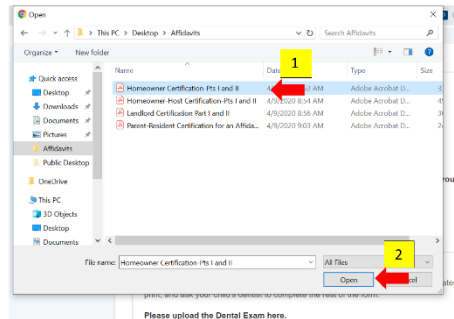
Document Name	User	Upload Date
---------------	------	-------------

Washington Township Public Schools New Student Registration

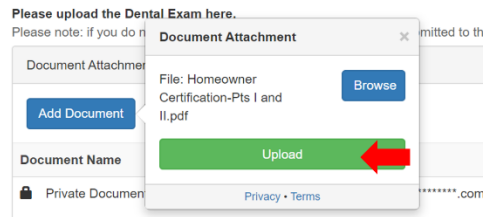
- A Document Attachment box will pop up. Click **"BROWSE"**



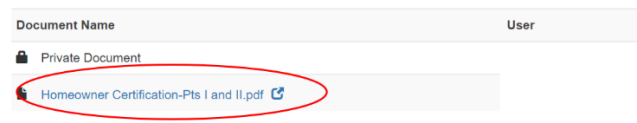
- Find the file that you previously saved, click on that file and then click **"OPEN"**.



- 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.

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 provides information required by the State of New Jersey. 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

- You are asked to provide information regarding your student’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 student such as legal name, gender, and race.
- You will also have the opportunity to add siblings to your student’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 student’s siblings.
- 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 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 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**”.

Washington Township Public Schools

New Student Registration

Form E-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 F-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 G-Previous Enrollment and Records Release

- 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.
- Click "**SUBMIT**".

Form H-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.

												Add
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 1	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: Middle Name: Last Name:

Gender: Relationship: Employer:

Contact Type:

Address:

Phone

Type	Phone Number	Preferred	Add

Email

Type	Email	Primary	Add

Permissions

☒ Lives with
☐ Emergency Contact
☒ Custody
☒ School Pick Up
☒ Receives Mail

Apply Contact to:
☐ Kid, Fabulous WTPS

- You must 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 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	
Wonderful Parent	Mother	Guardian						✓	✓	✓	✓	<input checked="" type="checkbox"/> <input type="button" value="Add"/>

Apply this list of contacts to:

☒ Kid, Fabulous WTPS ☐ Other

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 instructions:

- First Name**, **Middle Name**, **Last Name**: Text input fields.
- Gender**, **Relationship**, **Employer**: Dropdown menus.
- Contact Type**: Dropdown menu.
- Address**: Text input field with an **Add** button circled in red.
- Phone**: Table with columns **Type**, **Phone Number**, **Preferred**, and an **Add** button circled in red.
- Email**: Table with columns **Type**, **Email**, **Primary**, and an **Add** button circled in red.
- Permissions**: List of checkboxes: ☐ Lives with, ☐ Emergency Contact, ☐ Custody, ☐ School Pick Up, ☐ Receives Mail. A bracket groups these with a yellow box containing the text: "Check the permission boxes that apply."
- Apply Contact to:** Radio button selected for ☒ Fabulous WTPS. A yellow box next to it says: "Click student to also apply this contact information to their profile."
- Buttons**: **Save** (blue) and **Cancel** (orange) buttons, 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 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 your 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 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

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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.

- 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 student's birth and developmental milestones.
- You will also be able to provide information regarding student's allergies. Please be sure to note any allergies for your student. If your student does not have any allergies, please be sure to check the "NONE" box.
- 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 student 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 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 N-Transportation

- This form explains the Washington Township Board of Education Transportation Policy. If you student is eligible, you have the option to waive the right of transportation for the school year.

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- 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 when you choose your day before/after school day care provider.
- Click "**SUBMIT**".

Form O-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 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.
- 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.
- Click "**SUBMIT**".