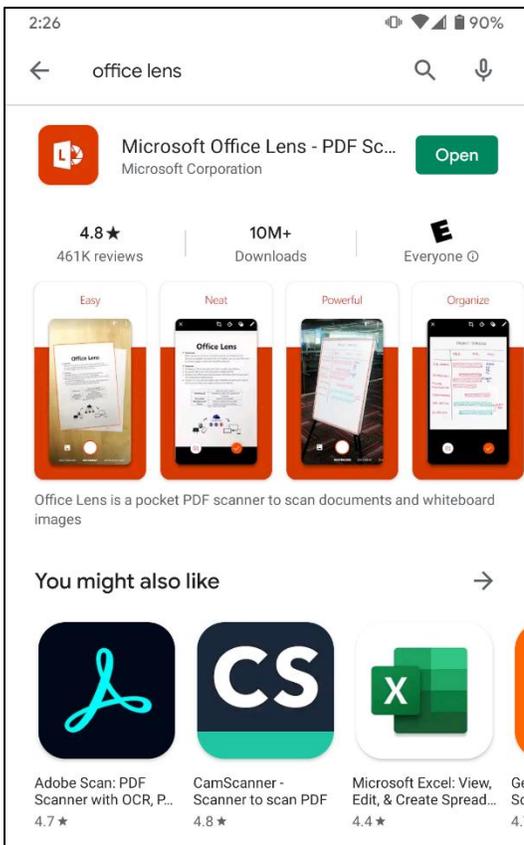


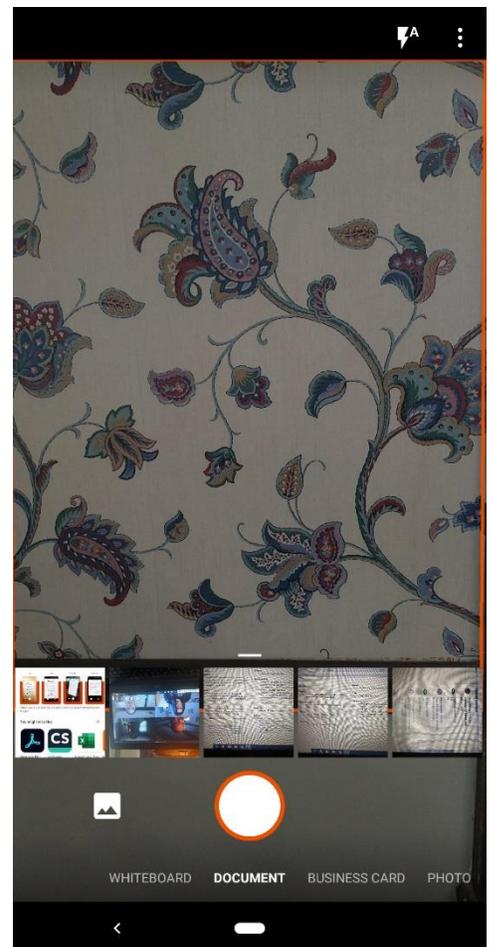
Scanning Important Documents for Registration on Your Mobile Device

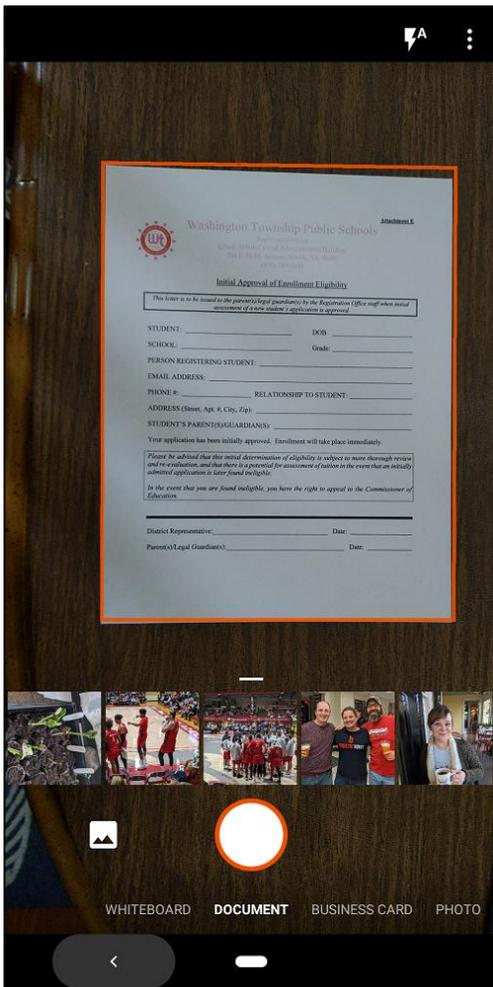
The Washington Township Public Schools' new online registration program allows for parents and guardians to complete much of the registration process from their own home. This includes providing parent/guardian photo ID, copies of at least three proofs of residency, birth certificate, immunizations, physicals and dental exams, and custody paperwork or other relevant court documents (if applicable).



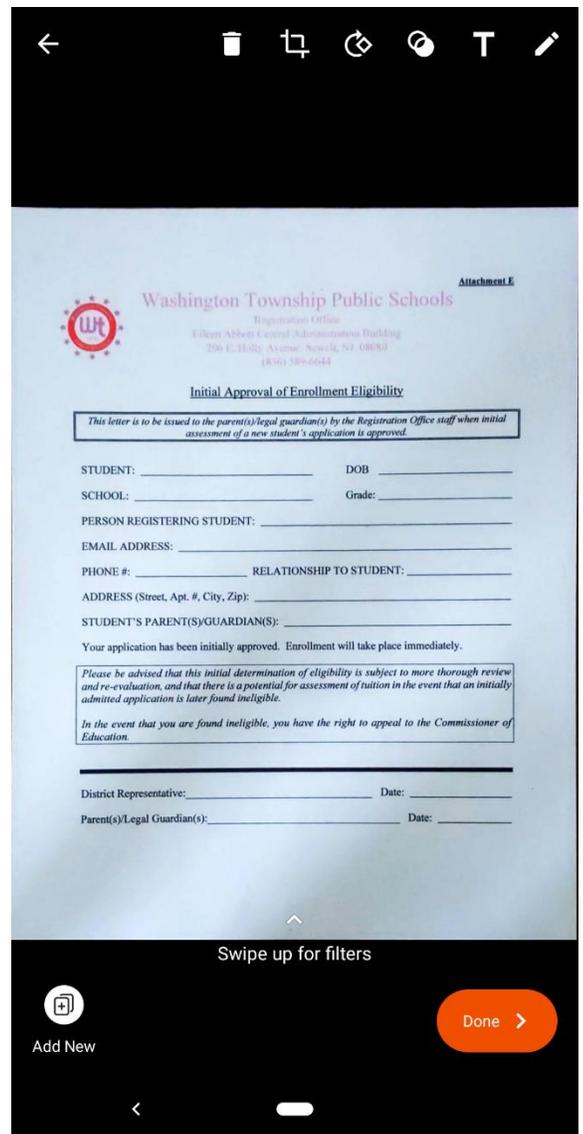
For those residents who do not have access to a scanner at home but do have access to a smartphone or tablet, the District recommends downloading the Microsoft Office Lens app, which will allow you to scan documents straight from your device. Microsoft Office Lens can be found in the Apple App Store and the Android Play Store (at left).

Once you have downloaded the app onto your device, open the app. The very simple application will go directly to a camera view (as seen on the right). For scanning paperwork, make sure you have picked the "DOCUMENT" setting.

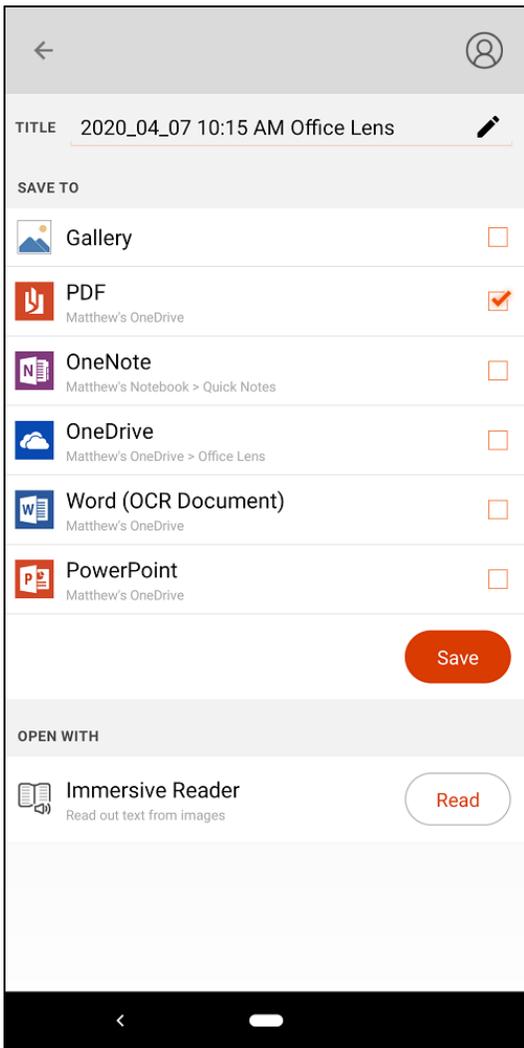




Place the document you want to scan on a flat surface and focus the camera on the document. The Lens app will place a red border around the document, and when your entire document is included within the border, click the button to take a photo of the document.



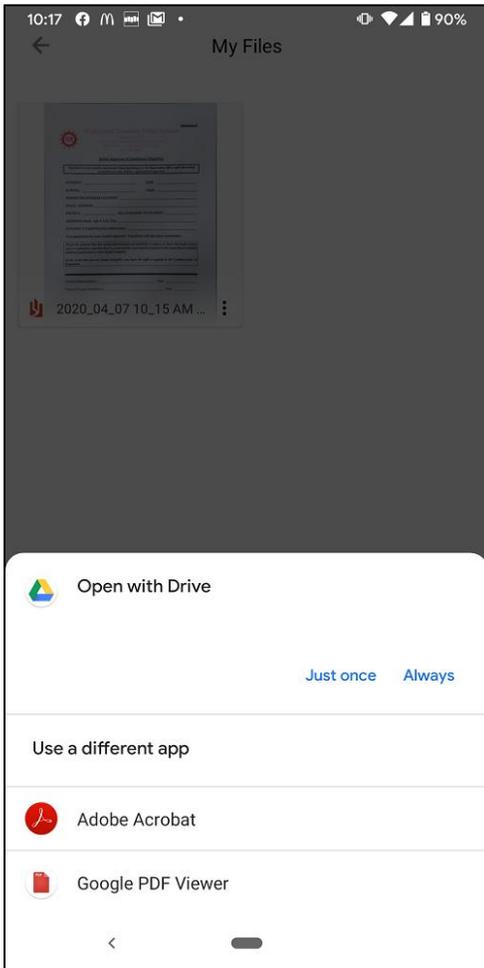
The Lens app will then crop the image of the document that was within the red selection box. If you have a multi-page document to scan, click on "Add New" and continue the process detailed above for each page of your document. Then, click on the red "Done" button.



The Lens App will then give you multiple options on what format you want to save your scanned document. Select the PDF format from the list of options.

Lens App will then bring up the "My Files" page, which will include the document you just scanned. Click on the image of the scanned document.





The Lens App will ask you what program from your phone you wish to use to open the document. Select the program and then save the document to a folder on your phone where you can access it later.