

GLEN ROCK PUBLIC SCHOOLS



GENERAL INFORMATION

PRELIMINARY INFORMATION: PLEASE READ CAREFULLY BEFORE PROCEEDING

The questions asked on the following pages will enable us to determine your student's eligibility to attend school in this district in accordance with New Jersey law. *Please be aware that N.J.S.A. 18A:38-1 and N.J.A.C. 6A:28-2 specify that a free public education will be provided to any student between the ages of 5 and 20 who is:*

- Domiciled in the district, i.e., living with a parent/guardian whose permanent home is located within the district. A home is permanent when the parent/guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.
- Living with a person, other than the parent/guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent/guardian cannot support the child due to family or economic hardship.
- Living with a person domiciled in the district, other than the parent/guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the U.S. armed forces and has been ordered into active military service in the U.S. armed forces in time of war or national emergency.
- Living with a parent/guardian who is temporarily residing in the district.
- The child of a parent/guardian who moves to another district as the result of being homeless.
- Placed in the home of a district resident by court order pursuant to *N.J.S.A. 18A:38-2*.
- The child of a parent/guardian who previously resided in the district but is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to *N.J.S.A. 18A:38-3(b)*.
- Residing on federal property within the State, pursuant to *N.J.S.A. 18A:38-7.7 et seq.*

Note that the following do not affect a student's eligibility to enroll in school:

- Physical condition of housing or compliance with local housing ordinances or terms of lease.
- Immigration/visa status, except for students holding or seeking a visa (F-1) issued specifically for the purpose of limited study on a tuition basis in a United States public secondary school.
- Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment, pursuant to *N.J.S.A. 18a: 36-25.1*.
- Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, *N.J.A.C. 8:57-4.1 et seq.*
- Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district.

General Information (continued)

The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the registration form.

- Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy, or residency.
- Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location.
- Court orders, state agency agreements and other evidence of court or agency placements or directives.
- Receipts, bills, cancelled checks, and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student.
- Medical reports, counselor, or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship or temporary residency.
- Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate.
- Documents pertaining to military status and assignment.
- Any business record or document issued by a governmental entity.
- Any other form of documentation relevant to demonstrating entitlement to attend school.

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

You *will not be asked* for any information or document protected from disclosure by law or pertaining to criteria, which are not legitimate bases for determining eligibility to attend school. You may *voluntarily disclose* any document or information you believe will help establish that the student meets the requirements of law for entitlement to attend school in the district, but we *may not, directly or indirectly, require, or request:*

- Income tax returns;
- Documentation or information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa;
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy;
- Social security numbers.

Please be aware that any initial determination of the student's eligibility to attend school in this district is subject to more thorough review and subsequent re-evaluation, and that tuition may be assessed in the event that an initially admitted student is later found ineligible. If your student is found ineligible, now or later, you will be provided the reasons for our decision and instructions on how to appeal.



GLEN ROCK PUBLIC SCHOOLS



PARENT REGISTRATION CHECKLIST *(Checklist must be attached to registration packet)*

DOCUMENTATION REQUIRED FOR REGISTRATION *(Except where noted, submit only COPIES of the following)*

Student's Name: _____

- Birth Certificate or Passport
Provide both a copy (for the file) and the original (for office review)
- Completed Student Registration form
- Completed Genesis Parent Portal Request Form
- Permission for Student Participation in School Publicity Form
- District Telecommunications/Technology Acceptable Use Policy Form
- Home Language Survey
- Elementary School Dismissal Procedures Form

Verification of Residency

- Copy of recorded deed or notarized copy of current lease
- Copy of a recent (two months or less) PSE&G bill
- If the public utility bill is not in the name of the parent/guardian, two additional pieces of the following official mail showing name, address, and date are required such as:

Property tax bill

Bank statement

Medical insurance bill

Life insurance bill

Car insurance bill

Telephone bill

Cable television bill

Credit card bill

Bank statement

Medical Forms

In accordance with N.J. State Law and the policies of the Glen Rock School District:

- Immunization Record
- Student Health History
- Physical Examination (completed by your medical provider, considered current within 365 days of the first day of school.)

IMPORTANT!

If you are the custodial parent of a divorced family, you **must** provide a copy of your custody agreement.

ADMISSION

KINDERGARTEN AND FIRST GRADE ADMISSION

- A. A birth certificate or its equivalent is required to prove the birth date.
- B. Parents/guardians shall supply a certificate to attest compliance with the district's immunization regulations or a written statement claiming exemption based on bone fide religious beliefs, signed by the principal.
- C. Pupils whose parents/guardians fail to submit evidence of immunization or exemption from immunization shall be given 30 days after entry into the school system to complete immunizations and/or to provide required documentation.
- D. Glen Rock residents who desire to enroll children other than their own in the Glen Rock school system, shall attest to the support and residency of said children, as described in New Jersey statutes and code, and shall deliver to the chief school administrator a notarized affidavit on the form provided by the Glen Rock Board of Education.

PROOF OF DOMICILE

First-time registrant school-age children, whose parents or legal guardians are able to document domicile in Glen Rock, legal guardianship and/or full financial responsibility, may be enrolled in the Glen Rock School District on a resident non-tuition basis. Only a parent or legal guardian may register a pupil in the Glen Rock School District. Legal guardianship must be verified by court documentation. Registration must be done in person, not by mail, telephone, or fax.

Parent/guardian must provide two proofs of Glen Rock domicile:

- 1A. A recorded deed showing ownership of a residence within the district; or
- 1B. A notarized lease or notarized letter from the landlord, effective during the current or upcoming school year, showing residence within the district, and;
- 2. A public utility bill, received within the last three months, showing name, address, and date.

If the public utility bill is not in the name of the parent/guardian, two additional pieces of official mail are required, showing name, address and date, such as:

- 1. Property tax bill
- 2. Driver's license
- 3. Medical insurance bill
- 4. Life insurance bill
- 5. Car insurance bill
- 6. Telephone bill
- 7. Cable television bill
- 8. Credit card bill
- 9. Bank statement

ADMISSION continued)

PROOF OF DOMICILE (continued)

The board or its designee may require additional reasonable proofs of domicile, such as an affidavit, beyond the minimum requirements established herein. If it believes such additional proofs are necessary to determine bona fide domicile with the Glen Rock School District. The board reserves the right to verify, through investigation, the domicile of any applicant for admission to the schools of this district.

If parent/guardian and child(ren) are living with a relative or friend, the homeowner or lessee must provide the Glen Rock School District with the same proofs of domicile as stated above, and must also file with the Glen Rock School District a fully executed Affidavit of Domicile form.

TRANSFER PUPILS

All transfer pupils will receive copies of board policies and regulations 5111 Admissions, 5117 School Attendance Areas, and 6151 Class Size in the registration packet and shall sign a form at registration acknowledging that they have received and read those policies and regulations.

Grades 2-5

- A. Transfer pupils in grades 2 through 5 may register for the following school year after January 1st of the current year, as long as they submit the required proofs and *complete* the required the registration, residency and health forms.
- B. Transfer pupils registering for the current year shall be placed in the appropriate grade and school at the discretion of the chief school administrator.
- C. If the recommended maximum class size is reached or there are administratively determined extenuating circumstances as defined in policy and regulation 6151 Class Size, transfer pupils shall be placed in the appropriate grade and school at the discretion of the chief school administrator.
- D. Since it is impossible to know what the ultimate registration results will be, no staff member shall provide any information to "new enrollees" as to the likelihood of being assigned to an alternate school attendance area.
- E. Because it is impossible to determine if the maximum recommended class size is reached in a specific school until late in the school year, "new enrollees" may not be placed in a specific school prior to the close of the school year.
- F. In all instances, the transfer pupil's past educational experience shall be considered.
- G. Every transfer pupil shall have his/her placement assessed during the marking period immediately after transfer to ensure appropriate placement. Placement may be changed as a result of that assessment.

Grade 1

- A. Transfer pupils in grade 1 may register after January 1st of the current year for enrollment the following fall, as long as they submit the required proofs and they complete the required registration, residency and forms.
- B. If the recommended maximum class size is reached or there are administratively determined extenuating circumstances as defined in policy and regulation 6151 Class Size transfer

ADMISSION continued)

TRANSFER PUPILS (continued)

Grade 1 (continued)

pupils shall be placed in the appropriate school at the discretion of the chief school administrator

- C. Since it is impossible to know what the ultimate registration results will be, no staff member shall provide any information to “new enrollees” as to the likelihood of being assigned to an alternate school attendance area.
- D. Because it is impossible to determine if the maximum recommended class size is reached in a specific school until late in the school year, “new enrollees” may not be placed in a specific school prior to the close of the school year.
- E. Transfer pupils registering for the current year shall be placed in the appropriate grade and school as determined by the chief school administrator.
- F. In all instances, the transfer pupil’s past educational experience shall be considered.
- G. Every transfer pupil shall have his/her placement assessed during the marking period immediately after transfer to ensure appropriate placement. Placement may be changed as a result of that assessment.

KINDERGARTEN

A. Kindergarten Registration

- 1. Kindergarten registration information will be highly publicized as will the date that registration packets will be available at the elementary schools. Notification of registration procedures and the availability of registration packets shall be:
 - a. At the elementary schools offices
 - b. Posted on the district web site
 - c. Distributed to the local pre-schools and area realtors
 - d. Given to the Glen Rock Gazette for publication
- 2. Kindergarten registration packets shall be made available at all the elementary schools and on the district’s web site. Parents and guardians shall provide the following information and complete and return the required forms to the centralized registration site.

The completed registration packet must include:

- a. Registration form including telephone numbers
- b. A recorded deed showing ownership of a residence within the district or a notarized lease or notarized letter from the landlord, effective during the current or upcoming school year, showing residence within the district
- c. Child’s birth certificate with a raised seal
- d. Parent/Guardian’s driver’s license or utility bill received within the last three months, showing name, address
- e. Child’s picture,
- f. Emergency contact card
- g. Completed and signed English as a Second Language (ESL) form
- h. Completed and signed form for publication of child’s name and photos that are to be used outside the school
- i. Completed and signed internet permission form
- j. Completed and signed web photo consent form

ADMISSION continued)

KINDERGARTEN

A. Kindergarten Registration (continued)

- k. Signed acknowledgement that they have received and read the following Glen Rock policies and regulations:
 - i. 5111 and 5111-R Admissions
 - ii. 5117 and 5117-R School Attendance areas
 - iii. 6151 and 6151-R Class Size

NOTE: Medical forms shall be in the packet, but need not be completed at the time of registration; however they must be completed prior to the first day of school.

3. The completed packets shall be returned to the centralized registration site and checked by school staff to ensure they are complete.
4. Partially completed registration packets shall not be accepted.
5. A nurse will be present at the central registration site to deal with the need for vision and hearing screening for entering kindergartners.
6. Since it is impossible to know what the ultimate registration results will be, no staff member shall provide any information to "new enrollees" as to the likelihood of being assigned to an alternate school attendance area.
7. Because it is impossible to determine if the maximum recommended class size is reached in a specific school until late in the school year, "new enrollees" may not be placed in a specific school prior to the close of the school year.
8. Pupils transferring into kindergarten for the current year from an approved public kindergarten shall be placed in a school determined by the chief school administrator.
9. Every transfer pupil shall have his/her placement assessed during the marking period immediately after transfer to ensure appropriate placement. Placement may be changed as a result of that assessment.
10. Those who register after the formal registration process at the central registration site is completed shall register at the district offices.

Approved: March 1987
Revised: March 9, 1992, January 24, 2005, November 27, 2006, January 28, 2008, June 21, 2010, January 23, 2012, May 4, 2015

ADMISSION

ELIGIBILITY

The board of education shall admit to its schools free of charge the following persons over five and under 20 years of age:

- A. Any pupil domiciled within the district;
- B. Any pupil kept in the home of a person other than the pupil's parent/guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his/her own child;
- C. Any pupil kept in the home of a person domiciled in the district, other than the parent/guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency;
- D. Any pupil whose parent/guardian temporarily resides within the district, notwithstanding the existence of a domicile elsewhere if the parents/guardians are able to demonstrate that the purpose of the temporary residency is not solely for the purpose of attending school in that district;
- E. Any pupil whose parent/guardian moves to another district as the result of being homeless, subject to the provisions of administrative code;
- F. Any pupil placed in the home of a district resident by court order pursuant to statute;
- G. Any pupil previously residing in the district if the parent/guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to statute; and
- H. Any pupil residing on federal property within the state pursuant to statute.

PROOF OF ELIGIBILITY

The board shall accept any of the forms of documentation that are listed in the administrative code when they are presented by persons attempting to demonstrate a pupil's eligibility for enrollment in the district. The board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a pupil. The board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.

KINDERGARTEN

Any eligible child shall be admitted to the kindergarten provided:

- A. The child will have attained the age of five years on or before October 1 of that school year;

ADMISSION (continued)

KINDERGARTEN (continued)

- B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school, or the pupil is exempted from immunization in accordance with policy 5141.3;
- C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.
- D. The pupil has been in attendance at an approved public kindergarten for at least 60 school days.
- E. The district reserves the right to screen underage applicants to provide appropriate placement.

GRADE 1

Any eligible child residing in the district shall be admitted to grade one provided:

- A. The child will have attained the age of six years on or before October 1 of that school year;
- B. He/she has been in the first grade in an accredited public school;
- C. Proof has been furnished of immunization against communicable diseases, or the pupil is exempted from immunization in accordance with policy 5141.3;
- D. The district reserves the right to screen underage applicants to provide appropriate placement.

EXCEPTIONS

Exceptions can be made when:

- A. The underage pupil is already enrolled in and is attending an accredited kindergarten or first grade program before moving to the district.
- B. The child has already completed an accredited kindergarten program.
- C. The screening process suggests a need for special placement.

NEW ENROLLEES AND CLASS SIZE

New enrollees who will exceed the recommended maximum class size established in policy 6151, Class Size or who would be in a class where extenuating circumstances exist or new enrollees who have special physical or educational needs shall be enrolled in accordance with the regulations of policy 5117 School Attendance Areas.

The board reserves the right, upon recommendation of the chief school administrator, to provide alternative methods of setting or adjusting K-5 classes that exceed the recommended maximum class size, or in case of extenuating circumstances.

TRANSFERS INTO GRADES 2 THROUGH 12

Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunization and proof of identity.

ADMISSION (continued)

TRANSFERS INTO GRADES 2 THROUGH 12 (continued)

Within the time prescribed by law, the chief school administrator shall request in writing from the school or district of previous attendance, the pupil's records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

PLACEMENT

A pupil, in any grade, new to the district, shall be assessed by staff during the first marking period to ensure appropriate placement. A pupil's placement may be changed as a result of this assessment.

READMISSIONS – PART-TIME

Permission to attend the high school on a limited time basis for the purpose of making up credits towards graduation shall be granted to pupils under the following conditions:

- A. Residency requirements have been satisfied and he/she was a full-time pupil at Glen Rock High School the year previous to the time he/she seeks part-time schooling; and he/she was either a member of the senior class, or a junior carrying sufficient credits for eligibility for graduation.
- B. Credit requirements shall not exceed 10 to make up deficiency in credits for graduation.
- C. The pupil shall adhere to rules and regulation of the school regarding attendance and conduct as apply to regular full-time pupils.

All readmissions shall be expected to maintain good attendance. Attendance records shall be kept by the school, but shall not be entered into the attendance records that form the basis for state aid.

Pupils successfully completing required work shall be awarded a regular diploma and the right to participate in graduation exercises at the close of the school year.

STUDENTS WITH PARENTS WHO ARE DIVORCED OR OTHERWISE LIVE SEPARATELY IN DIFFERENT SCHOOL DISTRICTS

If there is a court order or written agreement between the parents designating the district for school attendance, then that document will establish the pupil's domicile for school eligibility purposes. In the absence of any such order or agreement, the student's domicile is the district of the parent with whom the student lives for the majority of the school year, regardless of which parent has legal custody.

When divorced parents/guardians have joint custody of (a) minor child(ren), admission shall be based on the present address of the parent/guardian with whom the child(ren) resided as of the date required by administrative code or, if the child is not in residence with either parent on that date, in accordance with the requirements of the administrative code.

AFFIDAVIT PUPILS

When there is any doubt as to whether a child is entitled to free public education in the district schools, all procedures of law and code shall be followed.

ADMISSION (continued)

NONRESIDENTS

The district is obliged to educate children of appropriate age residing in the district. The mere owning of any property whatsoever does not qualify a parent/guardian to send children to school in this school district. See policy 5118 Nonresidents.

STUDENTS RETURNING FROM COUNTY DETENTION

The district shall accept all days of attendance and courses studied by a student at a county juvenile detention center and apply them toward district requirements for elementary, middle or high school graduation.

HOMELESS PUPILS

The district will determine the educational placement of homeless pupils in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code.

The board shall make this policy available to parents and the public.

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:7B-12	District of residence; determination
	<u>N.J.S.A.</u> 18A:7B-12.1	Homeless child; responsibility for education; determination of placement; payment of costs
	<u>N.J.S.A.</u> 18A:7C	High School Graduation Standards
	<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
	<u>N.J.S.A.</u> 18A:36-25.1	Proof of child's identity required for enrollment; transfer of record between districts
	<u>N.J.S.A.</u> 18A:38-1	Attendance at school free of charge
	<u>N.J.S.A.</u> 18A:38-2	Free attendance at school by nonresidents placed in district under court order
	<u>N.J.S.A.</u> 18A:38-3	Attendance at school by nonresidents
	<u>N.J.S.A.</u> 18A:38-4	Free attendance to persons over age
	<u>N.J.S.A.</u> 18A:38-5	Admission of pupils under age
	<u>N.J.S.A.</u> 18A:38-5.1	No child to be excluded from school because of race, etc.
	<u>N.J.S.A.</u> 18A:38-6	Time of admission of pupils; first school year
	<u>N.J.S.A.</u> 18A:38-7.7	Legislative findings and declarations
	<u>N.J.S.A.</u> 18A:38-8	Duty to receive pupils from other districts
	<u>N.J.S.A.</u> 18A:38-25	Attendance required of children between six and 16; exceptions
	<u>N.J.S.A.</u> 18A:40-20	Immunization at public expense
	<u>N.J.S.A.</u> 18A:44-1	Establishment of nursery schools or departments; eligibility for admission
	<u>N.J.S.A.</u> 18A:44-2	Establishment of kindergarten; eligibility for admission
	<u>N.J.S.A.</u> 26:1A-9.1	Exemption of pupils from mandatory immunization
	<u>N.J.S.A.</u> 26:4-6	Prohibiting attendance of teachers or pupils
	<u>N.J.A.C.</u> 6A:10A-2.1 <u>et seq.</u>	Preschool program general provision
	<u>N.J.A.C.</u> 6A:12-3.1	Choice district application procedures
	<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
	<u>N.J.A.C.</u> 6A:16-2.2	Required health services
	<u>N.J.A.C.</u> 6A:16-2.4	Required student health records
	<u>N.J.A.C.</u> 6A:17-1.1 <u>et seq.</u>	Students at Risk of Not Receiving a Public Education
	<u>N.J.A.C.</u> 6A:16-2.2	Required health services

ADMISSION (continued)

Legal References: (continued)

<u>N.J.A.C. 6A:22-1.1 et seq.</u>	Entitlement to Attend School Based on Domicile or Student Residency
<u>See particularly:</u>	
<u>N.J.A.C. 6A:22-3.1, 3.2, 3.3, 3.4</u>	
<u>N.J.A.C. 6A:23-5.2, -5.3</u>	Method of determining the district of residence...
<u>N.J.A.C. 6A:32-8.2</u>	School enrollment
<u>N.J.A.C. 8:57</u>	Communicable diseases
<u>See particularly:</u>	
<u>N.J.A.C. 8:57-2</u>	
<u>N.J.A.C. 8:61-1.1</u>	Attendance at school by pupils or adults infected by Human Immuno-Deficiency Virus (HIV)

P.L. 2005, c. 265 concerning students returning to public schools from county detention centers

Tepper v. Board of Education of the Township Hackensack, Bergen County,
1971 S.L.D. 549

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Plyler v. Doe, 457 U.S. 202 (1982)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

“Pupil Residency”: Who is Eligible for a Free Public Education,” by Donna Kaye, Esq. In N.J. School Leader (July-August 2002).

Cross References:

3240 Tuition income
*5118 Nonresidents
5119 Transfers
*5120 Assessment of individual needs
*5141 Health
*5141.2 Illness
*5141.3 Health examinations and immunizations
6142.5 Travel and exchange programs
*6164.4 Child study team
*6171.4 Special education
6174 Summer school
6178 Early childhood education/preschool

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Admission, Domiciled, Resident, Pupil Records, Affidavit Pupil, Homeless Pupil, Student Records, Affidavit Pupil, Homeless Pupil

Approved: January 13, 1992

Revised: April 20, 1992, March 11, 1996, July 8, 1996, July 7, 1997, January 12, 2004, March 6, 2006, November 13, 2006, Legal Update January 22, 2007, January 28, 2008, August 10, 2016

GLEN ROCK PUBLIC SCHOOLS



STUDENT REGISTRATION FORM

PLEASE PRINT ALL INFORMATION AND SIGN THE END OF THIS FORM

STUDENT DATA (Please provide the legal name that appears on the Birth Certificate or Passport)

ENTRY GRADE: _____

First Name: _____ Middle Name: _____ Last Name: _____

Gender: Male Female Birth Date (mm/dd/yyyy): _____

Place of Birth (City, State): _____ Country of Birth (If not U.S.): _____

Permanent Home Address: _____

Address at which child *currently* resides if different from above: _____

Home Telephone #: _____

Student Resides With: (please check *ONLY one*)

- Both Parents/Guardians - Full Time Both Parents/Guardians - Shared Time
 Mother/Guardian - Only Father/Guardian - Only

ETHNICITY

- White Black (Non-Hispanic) Hispanic or Latino American Indian / Alaskan Native
 Asian Hawaiian Native / Other Pacific Islander

Primary Language (Most often spoken at home): _____ Home Language (First Acquired): _____

FAMILY DATA

Mother Guardian (please check one) Mrs. Ms. Dr. (please check one)

First Name: _____ Last Name: _____

Home Address (if different than student): _____

Marital Status: _____ Occupation: _____

Home Telephone #: _____ Email Address: _____

Cell Phone #: _____ Business Telephone #: _____

Father Guardian (please check one) Mr. Dr. (please check one)

First Name: _____ Last Name: _____

Home Address (if different than student): _____

Marital Status: _____ Occupation: _____

Home Telephone #: _____ Email Address: _____

Cell Phone #: _____ Business Telephone #: _____

SPECIAL CIRCUMSTANCES

Please describe any *custody* or *residential circumstances* that may exist. Please provide appropriate documentation for these circumstances prior to student attendance.

SIBLINGS

First Name	Last Name (if different)	Date of Birth	School/Grade

EDUCATIONAL INFORMATION

Has this student previously attended a school in the Glen Rock Public School District? YES NO
List all schools that this student has attended. If this student has attended more than two (2) schools, please provide additional information on a separate piece of paper and attached it to this Registration Form.

	School #1	School #2
Name of School Last Attended:		
Address of School Last Attended:		
City and State:		
Telephone #:		
Date of Withdrawal:		
Grade Level(s) Completed at this School:		

EMERGENCY CONTACTS (Other than Parent/Guardian)

FIRST CONTACT

First Name: _____ Last Name: _____

Home Telephone #: _____ Cell Phone #: _____

Allowed to Pick up Student Medical Contact

SECOND CONTACT

First Name: _____ Last Name: _____

Home Telephone #: _____ Cell Phone #: _____

Allowed to Pick up Student Medical Contact

PLEASE SIGN AND DATE TO INDICATE THAT ALL INFORMATION YOU HAVE PROVIDED IS ACCURATE.

Signature: _____ Date: _____

Parent/Guardian

GLEN ROCK PUBLIC SCHOOLS



GENESIS PARENT PORTAL REQUEST FORM

PLEASE PRINT ALL INFORMATION AND SIGN THE END OF THIS FORM

Please mail, email, or FAX the completed registration form to your child's *home school* as soon as possible. Access to the Genesis Parent Portal will be granted when the information is entered into the system. In order to view your child's report card and attendance information, you must have a Parent Portal account. This cannot happen without receipt of this form. Once the office has completed your Parent Portal registration, you will receive an email from Genesis with a temporary password and instructions on how to log in and change your password information. Please keep your password in a safe place for future reference.

Please clearly print all information. Any errors may delay our ability to provide you with access to the Genesis Parent Portal.

Parent / Guardian Information

(Please Print Legibly)

Parent/Guardian Primary Email Address (this is required as it will be your Login ID)

Email Address (will be login name) _____ @ _____

First Name: _____ Last Name: _____

Telephone # (____) ____ - _____

Relationship to child(ren) _____

Student Information

(Please Print Legibly)

Student #1

First Name: _____ Last Name: _____

Grade: _____ Date of Birth: ____/____/____ School: _____

Student #2

First Name: _____ Last Name: _____

Grade: _____ Date of Birth: ____/____/____ School: _____

Student #3

First Name: _____ Last Name: _____

Grade: _____ Date of Birth: ____/____/____ School: _____

Signature _____ Date _____

If additional space is required, use the back of this form

GLEN ROCK PUBLIC SCHOOLS

LAWRENCE A. WOLFF
OFFICE OF THE DIRECTOR



GUIDANCE DEPARTMENT
400 HAMILTON AVENUE
GLEN ROCK, NJ 07452-2398
(201) 445-7700 EXT. 8918

PERMISSION FOR STUDENT PARTICIPATION IN SCHOOL PUBLICITY

Dear Parent/Guardian,

Your child will be participating in many interesting and exciting events and activities during the coming school year, which may result in publicity both within the school community and beyond the District via mass and social media.

In an effort to share accomplishments of our students and staff, students' names and/or likeness, photographs, images, and/or other personally identifiable information may appear on, but not limited to, the following:

- Bulletin boards in classrooms/hallways
- Internal school publication
- School slide presentations
- Area media outlets including newspapers, radio and TV stations and their websites
- School videos
- The school or District websites
- The District Facebook page
- Schools' and District's Twitter feed
- The GRHS student TV news program via Glen Rock TV

As you are aware, there are potential dangers associated with the sharing of personally identifiable information on a website since global access to the Internet does not allow the District to control who may access such information. These dangers have always existed however; the District's sole intent is to celebrate your child and his/her achievement and to publicize the interesting and exciting events occurring during the school year.

Pursuant to law, we will not post or share your child's name and/or likeness, photos/images/videos without your written consent. Please review the enclosed consent form and indicate your position with regard to your child's participation in publicity for BOTH items 1 and 2 below. You may rescind your decision(s) at any time by providing written notice to your school principal. Such rescission shall take effect upon receipt of your written notice by the school principal.

Sincerely,

Lawrence A. Wolff

Lawrence A. Wolff
Director of Student Personnel Services

GLEN ROCK PUBLIC SCHOOLS

LAWRENCE A. WOLFF
OFFICE OF THE DIRECTOR



GUIDANCE DEPARTMENT
400 HAMILTON AVENUE
GLEN ROCK, NJ 07452-2398
(201) 445-7700 EXT. 8918

PARENT/GUARDIAN CONSENT FORM

1. INTERNAL PUBLICITY (*Please select one response*)

_____ **I GIVE** permission for the following student's name and/or likeness to be included in internal school publicity (i.e., school bulletin boards, internal slide presentations, and school publications).

_____ **I DO NOT** give permission for the following student's name and/or likeness to be included on internal school publicity (i.e., school bulletin boards, internal slide presentations, and school publications).

2. EXTERNAL PUBLICITY (*Please select one response*)

_____ **I GIVE** permission for the following student's name and/or likeness to be included in school publicity via mass media, GRHS student TV news, and the school district's social media, including the World Wide Web.

In granting permission, I understand that the school district may use my child's photographs/images/videos, name and/or likeness on the school district's website, social media, GRHS student TV news, mass media, including the World Wide Web. I am signing this consent form with the knowledge that any photography/images/videos, name and/or likeness of my child, that is posted or shared on the school district's website, social media, GRHS student TV news, mass media, including the World Wide Web, can be downloaded and reprinted by other entities and the news organizations, including print, electronic and broadcast media, and I therefore, release the Glen Rock Board of Education from any liability arising from use of my child's photographs/images/videos, name and/or likeness in the school district's website, social media, GRHS student TV news, mass media, including the World Wide Web. Additionally, I understand that there are potential dangers associated with posting or sharing of personally identifiable information on a website, since global access to the Internet does not allow for control of who may access such information.

_____ **I DO NOT** give permission for the following student's name and/or likeness to be included in school publicity via mass media, GRHS student TV news, and the school district's social media, including the World Wide Web.

Student Name

Grade

Signature of Parent/Guardian

Date

TELECOMMUNICATIONS / TECHNOLOGY

GLEN ROCK SCHOOL DISTRICT AGREEMENT WITH PARENTS/GUARDIANS AND PUPILS
FOR USE OF THE DISTRICT'S TELECOMMUNICATIONS SYSTEM

TO THE PARENTS/GUARDIANS AND PUPILS

Internet access is now available to pupils and teachers in the Glen Rock School District via the district's telecommunications system. We are very pleased to bring this access to Glen Rock and believe the Internet offers vast, diverse, and unique resources to both pupils and teachers. Our goal in providing this service to teachers and pupils is to promote personal and academic growth and excellence in schools by facilitating resource sharing, innovation, and communication.

The use of a telecommunications system and the Internet is a privilege, increasingly essential to learning that offers new freedoms and demands new responsibilities. However, you must be aware that along with access to computers and people all over the world also comes the availability of material that is not of educational value in the context of the school setting. We are making every effort to prevent access to inappropriate material by using software designed to prohibit access to sites, which do not have educational value, but it is impossible to control access to all materials. Nonetheless, we firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may find material not consistent with the educational goals of the district.

The terms and conditions upon which your child will be granted the right to use the district's telecommunications system and the Internet are set forth in the Glen Rock Board of Education Technology Policy and Regulation 6142.10, a copy of which are attached to this Agreement and incorporated herein by reference. Please be mindful of the fact that the use of the district's telecommunications system and the Internet is a privilege, not a right, and a pupil's failure to comply with all of the terms of this Agreement may result in a revocation or suspension of those privileges, may subject the pupil to a suspension/expulsion hearing before the Glen Rock Board of Education and/or may result in criminal and/or civil penalties.

PUPIL AGREEMENT

I have read and I understand the Glen Rock Board of Education Technology Policy and Regulation 6142.10 and this Agreement. By signing this Agreement, I hereby agree to abide by their terms. Should I violate the Agreement, I understand my access privileges may be revoked, school disciplinary action may be taken against me and/or criminal and civil appropriate legal action may be taken, and I accept all financial and legal liabilities that may result.

I release the Glen Rock Board of Education, its officers, employees, agents, servants, representatives and all organizations and individuals related to the Glen Rock School District telecommunications system from any and all liability or damages that may result from my use of the district's telecommunications system and the Internet. I specifically agree to indemnify and hold the Glen Rock Board of Education, its officers, employees, agents, servants and representatives harmless for any actions, claims, costs, damages or losses, including, but not limited to attorneys' fees, incurred by the Glen Rock Board of Education relating to, or arising out of my use of the district's telecommunications system and the Internet or any breach of this Agreement or the Glen Rock Board of Education's technology policy and regulation by me.

TECHNOLOGY (continued)

**FILE CODE: 6142.10
Exhibit**

By signing this Agreement, I acknowledge that:

- I understand the use of the network and internet is a privilege not a right.
- I realize that the network and the computers are the property of the board and all work that I do on the network and internet is subject to review by the Glen Rock staff. I have no expectation of privacy.
- I have read and I understand this Agreement and the Glen Rock Board of Education's Technology Policy and Regulation 6142.10, and I agree to accept responsibility for my use of the district's telecommunications system and the Internet.

User Name (please print)

User Signature

Date

PARENT OR GUARDIAN AGREEMENT

I, *(print name)* _____, as the parent/guardian of *(print child's name)* _____, and conditions of this Agreement regarding the use of the district's telecommunications system and the Internet and have read the Glen Rock School District Technology Policy and Regulation 6142.10. I understand that access to the telecommunications system and the Internet is designed for educational purposes, and I grant permission for my child to access the district's network and the Internet. However, I also recognize that some materials on the district's telecommunications system and/or the Internet may be controversial and objectionable and that it is impossible for the Glen Rock School District to restrict access to all controversial and objectionable materials. I will not hold the Glen Rock School District responsible for any materials, or the accuracy or quality thereof, acquired or viewed on this network by my child.

Further, revocation or suspension of my child's privilege to access the network and the Internet and the imposition of school discipline, criminal penalties, and/or civil penalties, and I accept all financial and legal liabilities resulting therefrom.

I release the Glen Rock Board of Education, its officers, employees, agents, servants, representatives and all organizations and individuals related to the Glen Rock School District's telecommunications system from any and all liability or damages that may result from my child's use of the district's telecommunications system and the Internet. I specifically agree to indemnify and hold the Glen Rock Board of Education, its officers, employees, agents, servants, and representatives harmless for any actions, claims, costs, damages or losses, including, but not limited to attorneys' fees, incurred by the Glen Rock Board of Education relating to, or arising out of my child 's use of the district's telecommunications system and the Internet or any breach of this Agreement or the Glen Rock Board of Education's Technology Policy and Regulation by my child.

By signing this Agreement, I acknowledge that:

- I understand my child's use of the network and Internet is a privilege, not a right.
- I realize that the network and the computers are the property of the board and that all work that my child does on the network and Internet is subject to review by the Glen Rock staff. I recognize that my child has no expectation of privacy.
- I have read and I understand this Agreement and the Glen Rock Board of Education's Technology Policy and Regulation 6142.10, and I agree to accept their terms and conditions and the responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing and/or exploring information.

PLEASE CHECK THE APPLICABLE STATEMENT

I DO NOT grant my child permission to use the district's telecommunications system and the Internet while at school.

I grant my child permission to use the district's telecommunications system and the Internet while at school.

Parent/Guardian Name (*please print*) _____

Address: _____

Home Telephone: _____

Parent/Guardian Signature

Date

Approved: July 11, 2011

Revised:

GLEN ROCK PUBLIC SCHOOLS



ELEMENTARY SCHOOL HOME LANGUAGE SURVEY PARENT/GUARDIAN LANGUAGE QUESTIONNAIRE

Child's Name: _____
(first) *(middle)* *(last)*

Date of Birth: _____

Date of Entrance to the United States: _____ Date of School Entrance _____

Person completing the survey: Mother Father Grandparent
 Guardian Other _____

DIRECTIONS: Check or write in the correct response for each of the following questions about your child.

1. What language did the child learn when he/she first began to talk?

English _____ Other [specify] _____

2. What language does the family speak at home most of the time?

English _____ Other [specify] _____

3. What language does the parent/guardian speak to the child most of the time?

English _____ Other [specify] _____

4. What language does the child speak to his/her parent/guardian most of the time?

English _____ Other [specify] _____

5. What language does the child speak to his/her brother and sisters most of the time?

English _____ Other [specify] _____

6. What language does the child speak to his/her friends most of the time?

English _____ Other [specify] _____

7. In what language do you wish to receive school communication?

English _____ Other [specify] _____

Print Name of Person Giving Survey: _____

Signature: _____ Date: _____

ENGLISH LANGUAGE SCREENING AND TESTING

PRE-SCREENING

_____ If answers to questions 1 - 6 are "English"; no further assessment is required.

_____ If answers to questions 1 - 6 are "Other"; additional screening is necessary.

Signature: _____ Date: _____
ESL Teacher

SCREENING COMPONENTS

Grades K and 1	Grades 2-5
<ul style="list-style-type: none">• Oral Language Questions• WAPT Score	<ul style="list-style-type: none">• Oral Language Questions• Standardized test results, if available• Reading: Decoding, fluency and comprehension• Writing Sample• WAPT Score• Student Report Card

ASSESSMENT

_____ Performance on screening was commensurate with English proficient peers; student is not eligible for the ESL program.

_____ Performance on screening was *NOT* commensurate with English proficient peers; student is eligible for the ESL program.

Signature: _____ Date: _____
ESL Teacher

ESL PLACEMENT

ESL placement begins : Date: _____ Level: _____

_____ ESL placement is suggested, however, parents were informed of their right to refuse placement and have refused placement in writing.

Signature: _____ Date: _____
ESL Teacher

GLEN ROCK PUBLIC SCHOOLS

Paula Valenti, Ed.D
Superintendent of Schools

valentip@glenrocknj.org



620 Harristown Road Glen
Rock, NJ 07452-2398 (201)
445-7700 ext. 8950
Fax (201) 389-5019

January 2017

Dear Parents/Guardians of **Elementary** School Students,

Due to a New Jersey Supreme Court decision in 2014, parents/guardians are required to complete, sign and return to the school the attached form indicating exactly how you want your child to leave school (be dismissed) at the end of the school day. This protocol is to assist the safe dismissal of Glen Rock elementary school students. Parents should consult the **SCHOOL HANDBOOK** for complete information regarding the school calendar, hours, etc.

- a. An "Officially Escorted" Student
If a student's parent/guardian designates his/her child as an "officially escorted" student, the student shall be taken to a designated room in school to be picked up and signed out by one of the persons authorized to do so. The individual escorting the student is required to go to the area designated in the school for student pick-up and sign-out.
- b. An Unescorted Student
If a parent/guardian designates that his/her child may leave school unescorted, the child will be taken to the school exit and shall leave campus by walking, biking, riding in a car or another method without being signed out and "officially escorted" as described above in item a.
- c. A Student Enrolled in the Fee-Based District Sponsored Community School After Care Program (SACC)
If a parent/guardian enrolls his/her child in the district sponsored SACC program, the student will be taken to the SACC program location by a member of the staff and put in the care of a member of the SACC staff. Parents/guardians whose child does not attend the SACC program full time will be responsible for selecting another dismissal option for their child on the days they are not enrolled in the SACC program.
- d. Parents/guardians wishing to register their child for the SACC program should contact the Community School at 201-445-7700 extension 5011.

Sincerely,

Paula Valenti, Ed.D.
Superintendent of Schools

GLEN ROCK PUBLIC SCHOOLS



ELEMENTARY SCHOOL DISMISSAL PROCEDURES

PLEASE PRINT THE FOLLOWING INFORMATION:

Name of Child: _____

School: _____ Teacher: _____

Receipt and Review of Dismissal Information

1. I read the information regarding the school dismissal.
2. I understand my responsibilities to provide for the safe traverse of my child to and from school in accordance with the calendar and arrival and dismissal times.
3. I understand my responsibility to resume the custody of my child at the end of every school day unless he/she is enrolled in the *Community School After Care Program (SACC)*.

Parent/Guardian Signature: _____

Print Name: _____

Date: _____

Parent/Guardian Choice of Dismissal Process – CIRCLE OPTIONS THAT APPLY AND SIGN BELOW

1. My child has permission to leave school at the normal or early dismissal time unescorted. The individuals listed below are also authorized to take my child home due to an emergency early dismissal.
2. My child is enrolled in the district's fee-based *Community School After Care Program (SACC)* on the following days. (**CIRCLE DAYS**) The individuals listed below are also authorized to take my child home due to an emergency early dismissal.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

3. My child will be **officially escorted** from school at the end of each day by one of the following authorized individuals. The following individuals are also authorized to take my child home due to an emergency early dismissal **or on the days they are not enrolled in the *Community School After Care Program (SACC)*.**

PLEASE PRINT ALL INFORMATION

a. _____ / _____
Adult Name Relationship

b. _____ / _____
Adult Name Relationship

c. _____ / _____
Adult Name Relationship

Parent/Guardian Signature: _____

Print Name: _____

Date: _____

THIS FORM MUST BE RETURNED TO THE SCHOOL

GLEN ROCK PUBLIC SCHOOLS



ELEMENTARY SCHOOL HEALTH OFFICE

Dear Parent/Guardian:

Welcome to Kindergarten registration. As you begin this exciting step in your child's growth, let us advise you of your responsibilities for making this transition. The following documented information is required for registration and may be submitted on the forms provided or the forms your medical provider may give to you.

1. **IMMUNIZATION RECORD** completed by your child's medical provider. Please bring with you even if there are outstanding vaccines yet to be administered.
2. **PHYSICAL EXAMINATION** completed by your medical provider considered current within 365 days of the first day of school.
3. **HEALTH HISTORY** to be completed by the parent/guardian on the form provided.

The health documents you bring at the time of registration will be reviewed with you. All records must be submitted prior to the first day of school in September.

Thank you for your cooperation.

Alice Wright, RN, MSN, CSN
Clara E. Coleman Elementary School
PH: 201 445-7700 ext. 5038
Alexander Hamilton Elementary School
PH: 201 445-7700 ext. 8803

Maria Xylas, RN, BSN, CSN
Richard E. Byrd Elementary School
PH: 201 445-7700 ext. 5023
Central Elementary School
PH: 201 445-7700 ext. 5032

GLEN ROCK PUBLIC SCHOOLS

IMMUNIZATION RECORD

Grades Pre-K – 12

Student Name: _____ Date of Birth: _____

Vaccine Type	Disease Date	1 st Dose Mo/Day/Yr	2 nd Dose Mo/Day/Yr	3 rd Dose Mo/Day/Yr	4 th Dose Mo/Day/Yr	5 th Dose Mo/Day/Yr	Mo/Day/Yr
Diphtheria, Tetanus, Pertussis vaccine (DTaP) or any combination of Td or DT							
Tdap (1dose after 10 years old)							
Inactive Poliovirus (IPV) if oral vaccine, indicate OPV							
HIB (Haemophilus B conjugate vaccine)							
Prevnar (Pneumococcal conjugate Vaccine – PCV)							
Influenza							
MMR							
Measles					Measles Serology	Date:	Titer:
Mumps					Mumps Serology	Date:	Titer:
Rubella					Rubella Serology	Date:	Titer:
Varicella			Disease Date:		Varicella Serology	Date:	Titer:
Hepatitis B (3 doses)							
Hepatitis A (2 doses)							
Menactra (1 dose)							
Gardasil (HBV 3 doses)							

Medical Exemption Attached/Date: _____ Religious Exemption Attached/Date: _____

TB Screening (*Mantoux Test*)

	Date	Date	Date
Tested			
Read			
Result (mm)			

Signature of Licensed Medical Provider

Date

GLEN ROCK PUBLIC SCHOOLS



HEALTH HISTORY - ELEMENTARY SCHOOLS

Health History (to be completed by Parent/Guardian)

Name: _____ Grade: _____ Gender: _____

Date of Birth: _____ Place of Birth: _____ Birth Weight: _____

Normal Vaginal Delivery: _____ Forceps: _____ Caesarian Section Delivery: _____

Problems, if any, during pregnancy, labor, infancy: _____

Developmental Milestones - at what age did this child attain the following :

Walk: _____ Talk: _____ Toilet Trained: _____ Feed Self: _____

COMMUNICABLE DISEASE HISTORY (indicate month and year)

Chickenpox: _____ Measles: _____ Mumps: _____ Rubella: _____

Pertussis: _____ Strep Throat: _____ Scarlet Fever: _____

DISEASE HISTORY (indicate month and year of onset/episode)

Bronchitis: _____ Ear Infection: _____ High Fever: _____ Of: _____

Allergies (type) : _____ Asthma: _____ Medications for Either: _____

Allergy to Bee Venom: _____ Nuts: _____ Describe: _____

IMMEDIATE ACTION TO BE TAKEN: _____

Heart Condition (describe) : _____

Convulsions: _____ Kidney Problems: _____ Spina Bifida: _____

Urinary Tract Infection: _____ Diabetes: _____

INJURIES, HOSPITALIZATIONS, SURGERY (indicate month and year)

Concussion: _____ Fractures: _____ Stiches: _____

Surgery: _____ Hospitalization: _____ Other: _____

Medical and Developmental Concerns:

Hearing: _____ Speech: _____

Does this child wear glasses?: _____ Condition: _____ Use of other appliance: _____

Explain any of the above: _____

Does this child require medication? (explain): _____

I certify that the information provided herein is accurate to the best of my knowledge as of the date of my signature. I hereby authorize the release of pertinent medical information to be shared among appropriate professional staff involved in the care of my child.

Signature: _____ Date: _____

Parent/Guardian

GLEN ROCK PUBLIC SCHOOLS



PHYSICAL EXAMINATION

Examination of: _____ DOB: _____ Gender: _____

Height ___ ft. ___ in Weight ___ lbs. BP _____ General Appearance: _____

Nutrition: _____ Skin: _____

Posture: _____ Scoliosis (*age appropriate*): _____

Eyes: _____ Ears: _____

Nose: _____ Mouth: _____

Teeth: _____ Appliance: _____ Gums: _____

Throat: _____ Tonsils: _____

Glands: _____ Heart: _____

Lungs: _____ Extremities: _____

Abdomen: _____ Hernia: _____

Tanner Stage: _____ Speech: _____

Allergies: Type: _____ Asthma: _____ Normal Peak Flow: _____

Medications taken for above: _____

Anaphylaxis History: _____

Immunizations: Record attached: _____ Received today: _____

Vision Screening: Right - 20/ _____ Left - 20 _____ Corrected _____ Uncorrected _____

Audiometric Screening: Right - _____ Left - _____

Behavioral Issues/Mental health Diagnosis/hyperactivity, lethargy, gait, etc.: _____

Student may/may not participate in all normal school activities, including physical education: Yes: _____ No _____

RESTRICTIONS: _____

SPECIAL NEEDS: _____

Medical Provider's Signature

*Printed Name/Stamp
Address/Telephone*

Date of Examination: _____

* I certify that the information provided herein is accurate to the best of my knowledge as of the date of my signature. I hereby authorize the release of pertinent medical information to be shared with appropriate professional staff involved in the care of my child.

GLEN ROCK PUBLIC SCHOOLS



Honeywell Instant Alert[®] for Schools

Parent User Interface

Website URL: <https://instantalert.honeywell.com>

All parents will automatically receive alert messages sent by the district on the primary phone number you provided during registration. If you would like to receive alerts on additional devices (email, text, cell, etc.) you must register on the Honeywell website. Registration instructions are below.

Minimum Requirements

Register and create your account – **Note:** The live tab you are working in will be lit up in beige.

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. Click on *Parent* in the New User box. If you are a staff member, click on *School/Staff*.
3. Complete the student information form on the Authentication page. Click *Submit*.
4. Complete the corresponding screen. Click *Submit*.
5. After receiving the confirmation message, click *Proceed* to get started with Instant Alert.
6. **Note:** Remember, your Login Name and Password so you may use it to update your profile. Passwords are case sensitive and must be 7-17 characters long.

View and check details about yourself and your family members

1. Upon successful login, click on the *My Family* tab.
2. Click on a parent name to view and edit parent details.
3. **Important:** In the preferred language tab, select English. If you select Spanish, you will not receive a message.
4. Click on a student name to view details about your children.

Configure alert settings for yourself

1. Click on the *Alert Set-up* tab.
2. Select *Add New Device* and enter the device details. Click *Add*.
3. **Important:** Scroll down, select the person to whom the device belongs, and click on the check box *All Alerts* for the selected device. You must click **Save** when complete.
4. If you would like to add another contact device, repeat steps 2 and 3 above.
5. For email, text messaging, and pagers, you may send yourself a test message. Click on *Send Test Message* to send yourself a message.

For Assistance

1. There is a **help tab** on the top of each page on the website.
2. A help request link is available on the login screen.