

Instructions for Completing Online Forms

Once your Registration Form and residency documents have been accepted and entered into Ridgewood Public School's Student Information System, Skyward, the school registrar will email you a link to reset your password.

For Elementary students the forms to fill out are:

- Verify/Change Student Information (available through October 2013)
- Media Permission
- Acceptable Use Policy and Policy Notification
- Code of Conduct

For Middle School students the forms to fill out are:

- Verify/Change Student Information (available through October 2013)
- Media Permission
- Acceptable Use Policy and Policy Notification
- Code of Conduct
- Food Service Authorization
- OTC Medicine Authorization (optional)
- Make a Payment (optional)

For High School students the forms to fill out are:

- Verify/Change Student Information (available through October 2013)
- Media , Military, Higher Ed and Employer Permission
- Acceptable Use Policy and Policy Notification
- Code of Conduct
- Food Service Authorization
- OTC Medicine Authorization (optional)
- Make a Payment (optional)

Instructions for completing the forms:

1. Wait until you receive your Skyward login information.
2. Go to the RPS Website at www.ridgewood.k12.nj.us. Select Skyward Family Access from under the Parents tab.
3. Enter your Login ID and Password and Click on Sign In.
4. Select Registration Forms on the left side of the screen.
5. Select one of your students.
6. For Verify/Change Student Information
 - a. Review/update information for Student Information, Family Address, Family Information, Emergency Information, and Emergency contacts.
 - b. Check the box "I have completed this step".
 - c. Click on Next Step.
7. Click on the Form, enter the requested information, click on Save
8. Check the box "I have completed this step".
9. Click on Next Step.
10. Repeat above instructions 7 to 9 until you click on the last step - Complete Online Registration Forms. Then Click on Close and Finish.
11. Repeat for each of your children.

All questions and problems should be sent to skywardhelp@ridgewood.k12.nj.us