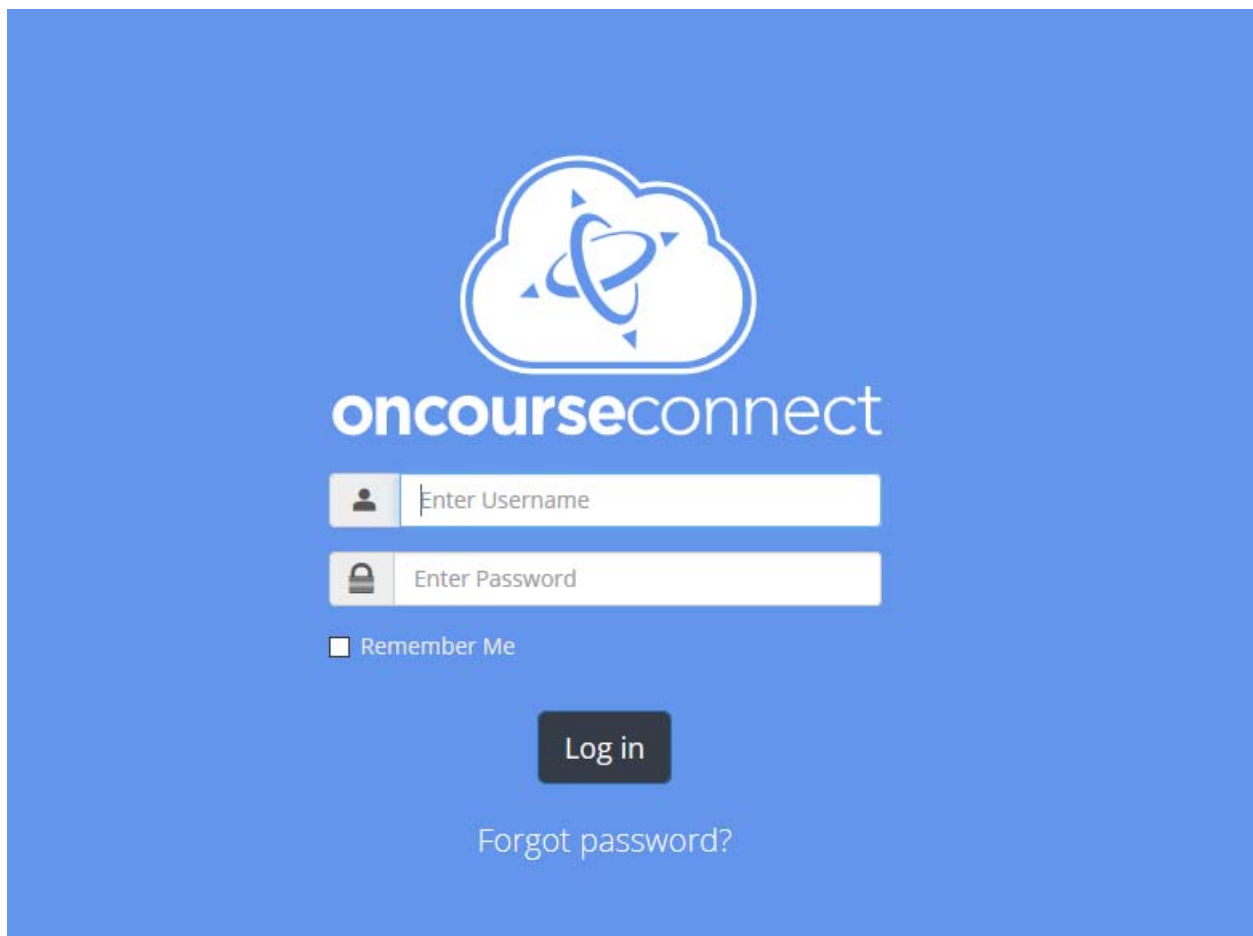


## **2018-2019 Annual Enrollment Update User Guide**

- For the 2018-2019 school year, Sayreville School District has migrated the annual enrollment update software from PowerSchool Registration/InfoSnap to the OnCourse Connect Parent Portal located at <https://www.oncourseconnect.com>
- For the 2018-2019 school year only, limited information will be prepopulated in the enrollment update fields to allow the district to collect the most accurate and up to date information for our new Student Information System, OnCourse. In future school years the annual enrollment update will simply require parents to verify information that is on file and update information that changes from year to year.
- If you make a mistake in your annual enrollment update or if information changes during the school year, the Sayreville School District will be providing an information change request form from within the OnCourse Connect parent portal. This feature will be released on or about the first day of school. If you need to make a change or correction before that time please email [parent.portal@sayrevillek12.net](mailto:parent.portal@sayrevillek12.net).



oncourseconnect

Remember Me

Log in

Forgot password?

- Please enter the username and password for OnCourse Connect

- If you have never logged in to OnCourse Connect, a username and password was sent out by the Sayreville School District on or about Monday July 16, 2018 to the primary guardian of all returning students entering grades 1 to 12. Please use the username and temporary password that were sent to you on the 16<sup>th</sup> to login to OnCourse connect. Click the following link for directions on using OnCourse Connect for the first time. [OnCourse Connect Parent Portal First Time Use](#)
- If you did not receive a username or password or are having problems logging in, please email [parent.portal@sayrevillek12.net](mailto:parent.portal@sayrevillek12.net). Please be advised that due to the potential for high volumes of support requests, the response time may be delayed.

## Annual Registration for Sayreville School District

You are logged in as: DEMOGUARDIAN4 DEMOGUARDIAN4 [Logout](#)

Student 1 of 1

<b>Student Information</b>
<a href="#">Student Demographics</a>
<a href="#">Student Health/Medical</a>
<a href="#">Parent/Guardian/Contact 1</a>
<a href="#">Agreements</a>
<a href="#">Documents for Upload</a>
<a href="#">Electronic Signature</a>
<a href="#">Submit Registration</a>

### Student Information

**First Name\***

**Last Name\***

**Street Address 1\***

**Street Address 2**

**City\***

**State\***

**Zip Code\***

**Home Phone\***

- When the Sayreville School District has turned on annual enrollment updates, you will automatically be directed to the annual enrollment update page.
- Please complete all of the tabs

- If you have more than one student tied to your OnCourse Connect account that requires an annual enrollment update, you will be prompted to complete the update for each student. Some information will be auto-completed for subsequent updates for additional students. Please note, the title in the upper left hand corner that identifies which student you are working on and how many students are associated with your account.

**Student 1 of 1**

**Student Information**

- Student Information
- Student Demographics
- Student Health/Medical
- Parent/Guardian/Contact 1
- Agreements
- Documents for Upload
- Electronic Signature

[Submit Registration](#)

### Student Information

**First Name\***

**Last Name\***

**Street Address 1\***

**Street Address 2**

**City\***

**State\***

**Zip Code\***

- The first tab contains information on your student.
  - In this tab you will be able to verify the spelling of your student’s name, their primary mailing address, home phone number, and physical address if that differs from his/her primary mailing address.

**Residency\***

- Affidavit
- Leased
- Owned

- Please also specify in the provided residency field, if the student’s primary address is owned, leased, or if an affidavit of domicile will be provided to the Sayreville School District.

Student 1 of 1

Student Information
Student Demographics
<b>Student Health/Medical</b>
Parent/Guardian/Contact 1
Agreements
Documents for Upload
Electronic Signature
<b>Submit Registration</b>

## Student Health/Medical

Primary Doctor Name\*

Primary Doctor Phone\*

I give permission for the school nurse to contact my child's doctor(s), should the need arise.\*

I give permission for the school nurse to share critical health information with the appropriate faculty, as needed.\*

Preferred Hospital\*

Note: The Emergency Squad will determine hospital in an emergency.

**Allergies** Please check this box if your student has allergies.

**Asthma or Breathing Problem** Please check this box if your student has asthma or trouble breathing.

**Other Health Concerns** Please check this box if your student has other health concerns.

You may release my name and address to the NJ Family Care Program to contact me about health insurance.\*

Does the Student take Medication?

- In the next tab, please provide any and all health/medical information pertaining to the child that you are updating.
  - Please note that you can upload medical forms such as an asthma treatment plan, medication forms, immunization records, etc. to the Documents for Upload tab or you can provide these documents directly to the student's school. If documents are not provided, school nurses and office staff will be required to reach out to guardians to obtain these documents which are required to be on file.
  - Students entering the 6<sup>th</sup> grade (11 years of age) are required to submit specific immunization records. Please provide these records in the documents for upload tab or submit these records to the student's school. Failure to submit the appropriate immunization records in a timely fashion will result in contact from the child's school nurse and the administration and will require that the child's school take further action.

# Parent/Guardian/Contact 1

---

**First Name\***

DEMOGUARDIAN4

**Last Name\***

DEMOGUARDIAN4

**Home Phone\***

Preferred Format: (555) 555-5555

**Mobile Phone**

Preferred Format: (555) 555-5555

**Work Phone**

Preferred Format: (555) 555-5555

**Work Phone Ext**

**Email Address\***

example@example.com

**Address 1\***

**Address 2**

- The next tab contains information on Parent/Guardian/and Emergency contacts. It is imperative that you take the time to correctly enter all of the required information.

**Primary Contact** Please check this box for all parents/guardians that you wish to receive regular contact from the school and who should have access to student records. Schools will attempt to contact Primary contacts before Emergency contacts in the event of an emergency. Primary contacts should also be checked as emergency contacts.

**Emergency Contact** Please check this box for all parents/guardians and other contacts that meet the following criteria: the school may contact this person in the event of an emergency, the school will always attempt to contact the authorized parents/guardians first. Only contacts checked as an emergency contact (including the parent/guardian) will be allowed to assume responsibility for and pick a student up from school.

**Student Resides With** Please check this box if the student lives at the same address as the contact.

**Student Allowed Contact With** DO NOT un-check this box unless you have a Court issued custody order. You will be required to provide your school with the custody order or you can upload it under the Document Upload tab.

**Send Email** By checking this box this contact will receive physical mailings from the school.

**Send US Postal Mail** By checking this box this contact will receive electronic mailings from the school.


**Subscribe to District Automated and Emergency calling.** By clicking this box this contact will receive calls from the district such as attendance and snow closings.

**Allow Parent Portal Access** Please check this box if the contact should be issued an account for the online parent portal which will contain real time student grades, attendance, and other student specific information.

- Please carefully review the options for contact and communication, as these settings will affect a number of other communication systems and access to the parent portal for the specified guardian.

**If you answered 'yes' to the above question- please upload the Custody Order for district to provide a copy during your initial registration meeting.**

**Attach File**

 **Remove guardian**

**Add another guardian or emergency contact**

- After completing the process for the child's primary guardian, please click the "add another guardian or emergency contact" button to add additional guardians and emergency contacts.
  - **Please remember that YOU MUST add all guardians and emergency contacts during the enrollment update. Failure to do so may result in individual guardians or emergency contacts not receiving access to the Parent Portal, not receiving mailings and report cards, not being called in the event of an emergency, or not being able to pick a child up from school.**
  - If you have any questions or concerns on this tab please email [parent.portal@sayrevillek12.net](mailto:parent.portal@sayrevillek12.net) for further information

**Allow Parent Portal Access** Please check this box if the contact should be issued an account for the online parent portal which will contain real time student grades, attendance, and other student specific information.

- **Only contacts with this checkbox will receive usernames and passwords to the OnCourse connect Parent Portal.** Please note that additional usernames and passwords

will be sent out during the months of August and September for guardians that are added during the enrollment update that did not receive a username and password during the initial mailing on July 16, 2018.

- If you do not receive your additional user account by September 15, 2018, please email [parent.portal@sayrevillek12.net](mailto:parent.portal@sayrevillek12.net)

---

## Agreements

---

### Documents for Download

[Board of Education Policies](#)

[High School Handbook](#)

[Samsel Upper Elementary School Handbook \(SUES\)](#)

[Middle School Handbook](#)

[Technology Acceptable Use Agreement](#)

**I give Sayreville School District permission to obtain copies of any of my child's records that they deem necessary for registration.\***

**I have read, understand and discussed with my child the policies and information provided in the above linked documents.\***

**I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be posted on the school and/or district's website.\***

This consent is to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or school's web site. As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site, since global access to the Internet does not allow us to control who may access such information. However, we as schools do want to celebrate your child and his/her work. Consequently, the law requires that we ask for your permission to use information about your child. Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally

- The next tab requires that you review and confirm various annual agreements and school policies. Some policies change from year to year, so please review all information in detail.

# Documents for Upload

---

## Document Upload

After you submit your application, a representative from the projected school that your child will attend in September will contact you to schedule a time for you to meet so that the school can verify your residency and the age of your child. In addition to that, the school nurse will meet with you to examine, accept, and verify immunization and health information. The nurse will also obtain hard copies of all required documents for the student's health file.

**The registration of a child is not complete until the required documentation below has been submitted. If you are unable to upload documents at this time, you must bring the documents with you to your initial registration appointment.**

**The following documents must be either uploaded below or else presented when registering your child:**

- Parent/Guardian ID
- Child's official birth certificate
- [Universal Child Health Record](#)
- Immunization Records, indicating that the child has received the following:
  - Immunizations required by the New Jersey State Department of Health - Diphtheria, Pertussis and Tetanus (D.P.T.) – a minimum of four (4) doses, one dose having been given on or after the fourth birthday or a total of five doses; Diphtheria, Pertussis and Tetanus (D.P.T.) – a minimum of four (4) doses, one dose having been given on or after the fourth birthday or a total of five doses; Polio – a minimum of three (3) doses of Polio vaccine, one dose having been given on or after fourth birthday or a total of four (4) doses.
  - Measles – two (2) doses given at least one month apart both doses being given after the first birthday or laboratory evidence of immunity in place of 2nd dose; Rubella – one (1) dose on or after the first birthday; Mumps – one (1) dose on or after the first birthday; Chickenpox – one (1) dose on or after the first birthday or proof of disease immunity.
  - A Mantoux test for Tuberculosis within six months of the start of the school year unless he/she is not required under current state regulations.
  - Physical examination by his personal physician including a vision and hearing screening, within a year of September entrance (e.g., the twelve months preceding start of school.)

## Proof of Residency

- Proof of residency as follows:
  - The next tab provides information on documents that can be uploaded directly to the portal. Please note that any documents that are required for the child that are not uploaded to the portal will be required to be submitted to the child's school in paper form.
    - Document uploads can be submitted as pictures of the document, if you do not have access to a scanner.
    - We have provided uploads for a variety of documents, please disregard any upload fields that do not apply to you.



Student 1 of 1

Student Information
Student Demographics
Student Health/Medical
Parent/Guardian/Contact 1
Agreements
Documents for Upload
Electronic Signature

## Electronic Signature

**Acknowledgement\*** By checking this box, I verify that all information was entered accurately

[< Previous](#)

[Submit Registration](#)

- The final tab requires an acknowledgement of the data you are submitting and it requires you to click the submit button.
- Upon submission:
  - If there are any errors in your form, you will be directed to fix them.
  - If there are no errors in your form, and you have additional students that require the annual enrollment update, you will automatically be directed to the first tab for your next student. Some information will be pre-populated based on your responses for your first student.
  - If there are no errors and you have completed all students associated with your OnCourse connect account, you will automatically be redirected to the OnCourse Connect Parent Portal. Please note, that information such as bus schedules and school schedules will not be available on the Parent Portal until late August.
- Student entering Pre-k, Kindergarten, or students who registered new for the 2018-2019 school year will not be required to complete an annual enrollment update. These students have already completed a new student registration.
- If you are missing any students from your annual enrollment update or have problems completing the form please email [parent.portal@sayrevillek12.net](mailto:parent.portal@sayrevillek12.net)

oncourseconnect

Sayreville Guardian1 Sayreville Guardian1 -

DemoRegistration1, DemoRegistration1

Dashboard

Calendar

Announcements

Student Info

**DemoRegistration1**  
**DemoRegistration1**  
2nd Grade  
Arieth Elementary School  
State ID:  
Sayreville, NJ 08872

Attendance

Notice: Attendance is not turned on for your district

Homework

Saturday, July 14, 2018  
No homework to display

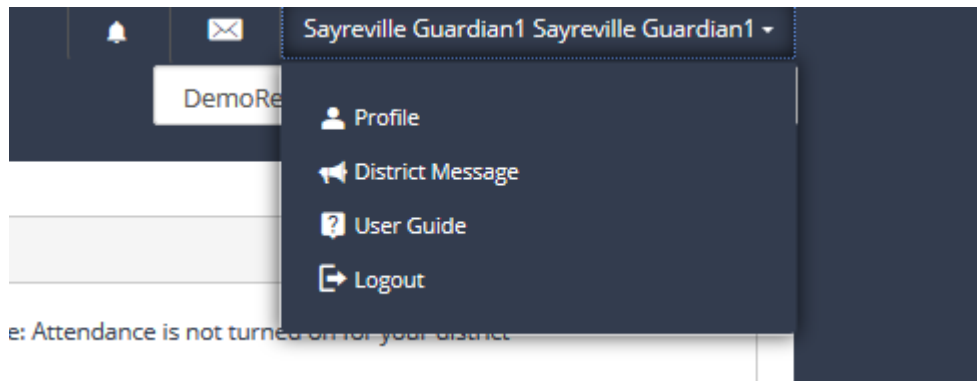
Latest Assignment Grades

No grades

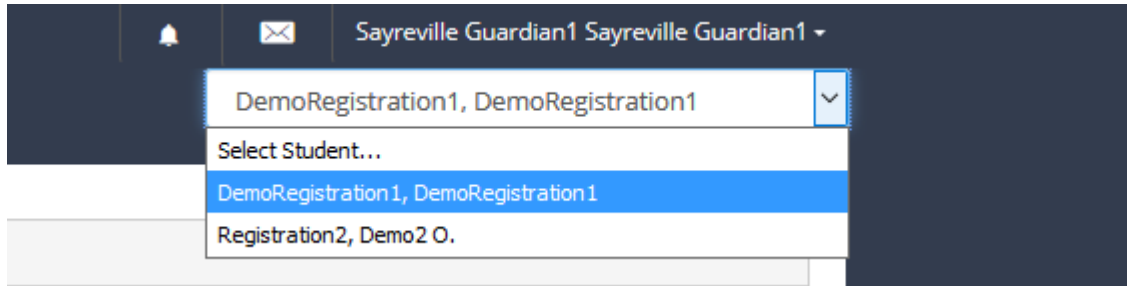
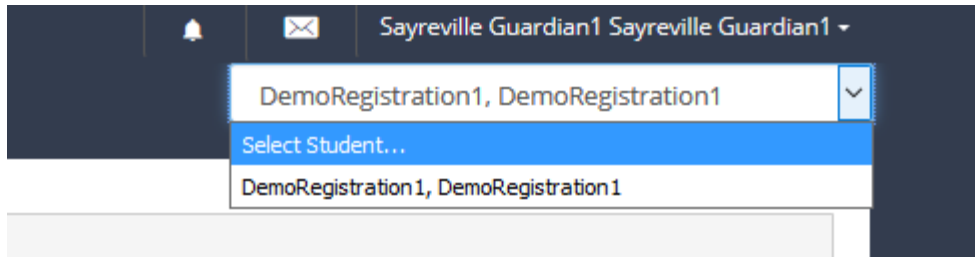
Teacher Websites

Course	Teachers
--------	----------

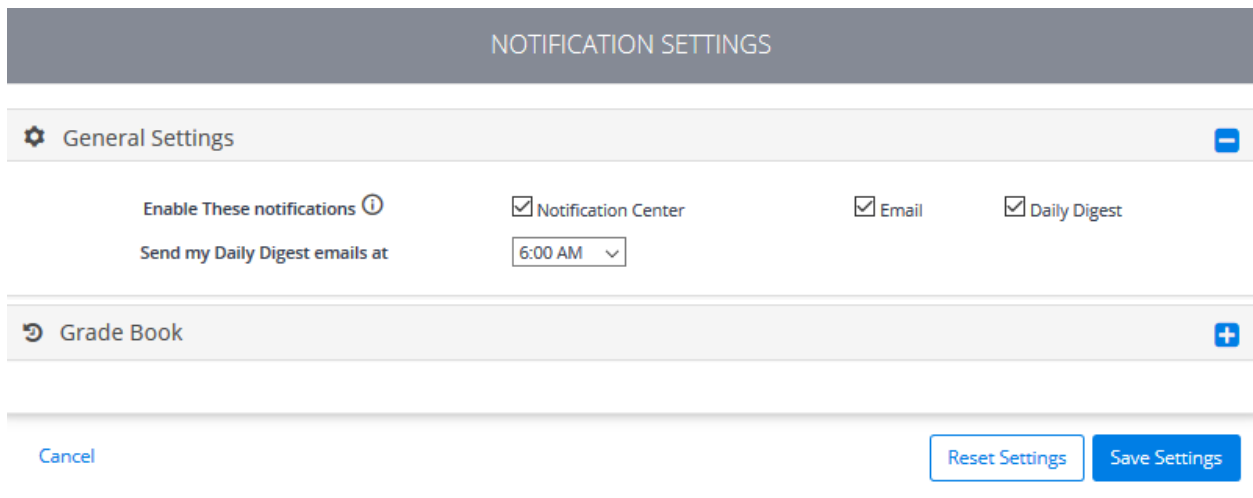
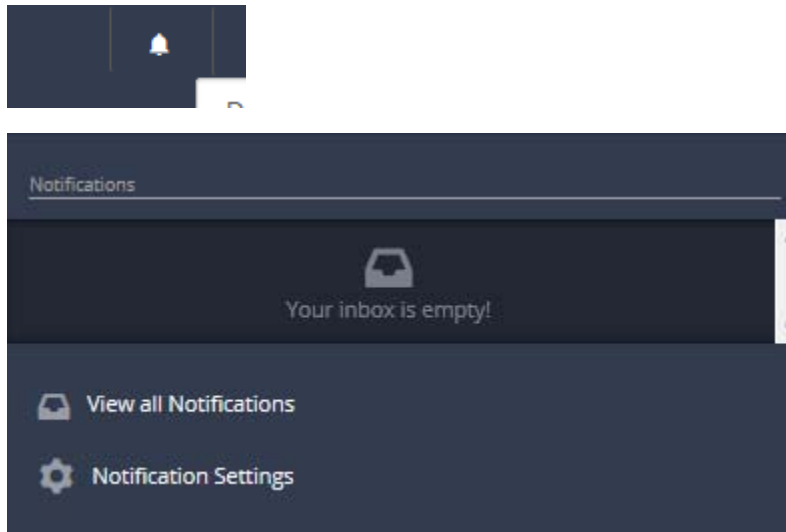
- At this time, there is very limited information in the portal.
  - In late July, the annual enrollment update will be available from this portal.
  - In late August, student schedules and bus routes will be available from this portal.
  - During the school year, real time data about your student(s) will be available from this portal.



- You can access your user profile, a video user guide, and the logout button, by clicking on your name in the upper right hand corner. At this time, there will be no district messages.



- If you are the guardian for more than one student, click the white box in the upper right hand corner with your student's name in it and this will allow you to switch between students associated with you.
  - If you do not see a student that you should be associated with in this list, please email [parent.portal@sayrevillek12.net](mailto:parent.portal@sayrevillek12.net) so that we can resolve the link error for you
  - If you see a student in the list who you should not be associated with, please email [parent.portal@sayrevillek12.net](mailto:parent.portal@sayrevillek12.net) so that we can resolve the link error for you



- To update your notification settings
  - Click the image of the bell in the upper right hand corner
  - Click the option for notification settings
  - Select your desired options
  - Click Save Settings
  - These settings will go in to effect on the first day of school.
  - There will be additional settings available under the Grade Book options, after your student is assigned a schedule for the 2018-2019 school year.