

Dear Family,

August 13, 2022

**On Saturday, August 13th**, the **Mandatory Annual Student Information Update** process through Skyward Family Access will open, and must be completed prior to the start of school. **Please pay careful attention to the detailed instructions in each step of the process.**

Skyward Family Access is a password-protected site that provides parents access to information on courses, grades, homework, attendance, classroom messages, food service and fee management. The information in Family Access will aid in communication between you and your child's teachers to promote student success. Each parent has their own Skyward login ID connected with their email on record.

Skyward Family Access is the district's primary mode of communication with parents, so we must have up-to-date email and phone numbers in the system at all times, especially for emergency situations. Please contact your child's school with residency or name changes.

To get started, follow these three simple steps from a desktop computer:

1. Go to [www.ridgewood.k12.nj.us](http://www.ridgewood.k12.nj.us), and choose **Mandatory Annual Student Information Update** under the For Parents tab. There will be links to instructions and to Skyward Family Access.
2. Log in with your username and password. If you have forgotten your password or if you are a first-time user, click on the **Forgot Username/Password** link to retrieve a password reset link by email. If you do not receive an email, you may not have a valid email address in Skyward, so please contact your school. Also, ensure that pop-ups are not blocked in your internet browser for Skyward.
3. Select **Mandatory Annual Student Information Update** for your child and follow the step-by-step instructions provided.

### Important Notes:

**Please do not share your Family Access login with your children.**  
**Each required step must be completed, and all REQUIRED fees must be paid, or your child will be denied access to the district's network and resources, Chromebooks, and participation in fall sports or any other activity.** Middle and High School students cannot see their schedules until the primary guardian has completed all steps in this process.

\*\* High School students must login to their own Skyward Student Access account to complete the RHS mandatory Student forms before the start of school. They are separate forms from Family Access.

If you are registered as the second family in Skyward, you can only update your own information, and will have read-only access to forms. Contact your child's primary family or school if you have any questions.

The HSA offers a mobile student directory on the app GroupSpot, powered by Kohort Technologies. Based on your HSA form selections, your contact information may be included in the mobile directory. Completing the form is not ordering a directory. Your HSA will provide you with instructions during the first week of school on how to order the directory and pay your HSA dues.

If you do not have access to a desktop computer or the internet, please contact your school for assistance. If you have any questions regarding Skyward Family Access, email [skywardhelp@ridgewood.k12.nj.us](mailto:skywardhelp@ridgewood.k12.nj.us). All medical questions should be directed to your school nurse.

Sincerely,  
Leonard Fitts, Ed.D.  
Interim Superintendent of Schools  
Ridgewood Public Schools



# RIDGEWOOD

## PUBLIC SCHOOLS

EDUCATION CENTER  
49 COTTAGE PLACE RIDGEWOOD NJ 07450

**RETURN SERVICE REQUESTED**

### **MANDATORY ANNUAL STUDENT INFORMATION UPDATE**

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Begins Saturday, August 13, 2022

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**Log on to Skyward Family Access  
to complete this process  
before your child begins school on  
Tuesday, September 6<sup>th</sup>**