

Dear Family,

August 7, 2017

**Beginning Monday, August 7th through midnight Sunday, September 10th**, you must complete the **Mandatory Annual Student Information Update** process.

To do so, the Ridgewood Public Schools offers parents of our school community an information service called Skyward Family Access. 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 current and continuing communication between you and your child's teachers to promote student success.

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.

To get started, follow these three simple steps:

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 for instructions and to Skyward Family Access.
2. Log in with your username and password, **OR** 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).
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 logon information with your children.**  
Each required step must be completed, and all fees must be paid, or your child will be denied access to their schedules, the district's network and resources, Chromebooks, and participation in fall sports or any other activity.

If you are registered as the second family in Skyward, you can update your own information, but will have read only access to forms. You should contact your child's primary family if you have questions.

Depending upon your selection on the HSA form, your contact information may be used for the Home and School Association (HSA) student directories, so please review carefully. During the first week of school, you will receive communication from your HSA with instructions on ordering the directory and paying your HSA dues.

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

Sincerely,  
Daniel Fishbein, Ed.D.  
Superintendent of Schools  
Ridgewood Public Schools

