



# PORTAL

In an effort to reduce paper, save staff time, and meet the requirements for state reporting, the district has adopted this efficient electronic verification and data collection process that is required each year for your child(ren).

[www.fridayparentportal.com/ramsey](http://www.fridayparentportal.com/ramsey)

## WELCOME

The Parent Portal provides a current snapshot of information related to your student's educational experience.

Log in questions? Contact your school's secretary or Guidance Department.

Codes are specific to each student and are provided from your school. They do not change each year.

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**Sign in**

Remember Me

[Forgot Password?](#)

Once logged into the Parent Portal, here is your first Parent Homework Assignment: Update the Portal for the new school year – Due Date: Immediately! You will not be able to access additional areas of the portal without completion

**Requirements to access Parent Portal**

<b>Review Contact Requirements</b>	Verify parent/guardian email and phone numbers. Select method(s) of notification preferred. 1 email must be checked. Verify doctor, dentist, and emergency contacts.
<b>Document Requirements</b>	The documents listed here are notices and policies Ramsey School District requires our parents/guardians to have knowledge of.
<b>Health Insurance Status</b>	Do you have health insurance? If so, who is your carrier? If not, would you like to receive information from Family Care NJ?
<b>Question Requirements</b>	Please answer the mandatory district and state related questions for your child.

**Navigating the Requirements**

Select the blue button for each category to begin. Continue in this manner until all requirements are completed. Completed requirements will change to a green banner.

**Review Contacts:** Update any information and save. Mark the verification checkbox at the top to move on.

**Document Requirements:** Open the documents highlighted in tan (minimally), once you agree to the statement, the date verified will be added.

**Health Insurance Update:** Complete and Save.

**Questions:** Complete and Save My Answers.

\*Once all requirements have been met, you can access the remaining areas of the portal.

\*Responses go into a queue and are released within 48 hours before they are part of your account.

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## DIRECTIONS TO PORTAL VERIFICATIONS

### 1. Contacts

- ~ Select update phone/email to change information. Be sure to select the phone type in the drop-down box.
- ~ Notification Status is how you will be contacted for school closures, emergencies, etc.
- ~ Only select the call/text boxes for primary caregivers.
- ~ Do Not un-check your email address box or you will not receive district and school e-news containing important information. - SUBMIT
- ~ Select Add Additional Contact at the bottom to add a contact - SUBMIT
- ~ It is suggested to have one dentist, one doctor, and a minimum of one emergency contact in your absence.
- ~ To delete a contact - Select Request Deletion of Contact while in the edit mode.  
Request Deletion of Contact:  – SUBMIT.

All contact changes will be reflected within 48 hours. Change of addresses or separation of parent contacts requires phoning the main office at your school. You cannot edit the residential address.

2. Documents The documents referred to in the Parent Questions are posted here – Pest Management, Asbestos Letter, School Policies, Technology Agreements, etc. Not all documents will require verification. Documents may vary from school to school and are added to during the school year.
3. Health Insurance – Answer the questions regarding your health insurance status and carrier for your child. If you do not have health insurance you can elect to allow the district to release your name to NJ Family Care Program to contact you regarding health insurance options.
4. Parent Questions - Answer each of the mandatory questions using the drop down choices. Select **SAVE MY ANSWERS** once completed. You will see your current answers on the right. Answers can be modified at any time during the year and take 48 hours to become permanent.

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If you have any questions or issues with your log in codes please contact the Guidance or Main Office at your child's school.

**NOTE:** Be sure to complete this information for each child separately.

**NOTE:** Sibling accounts can be linked. A help document is attached in the Portal under documents. If linking siblings, use the youngest child's account to link the others so that when your oldest child graduates, the other children are still linked.