

2017 – 2018 Beginning of the Year Forms Checklist

At the beginning of the year, there are MANY forms that parents are responsible for reading and completing. Below is a checklist to help you locate all of the items posted on the website. **This checklist is a guide as to what forms need to be downloaded, completed and returned via your child's backpack to their classroom teacher by Tuesday, September 12th**

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To access these forms, go to the district website: www.tenafly.k12.nj.us. Under "Our Schools" click the link to "Maugham School". On the left side of the page click "Forms and Memos".

- _____ Field Trip Medical Form
- _____ Local Field Trip Form
- _____ Free/Reduced Milk/Lunch Application Form
(only if you wish to apply for the free/reduced milk program and/or apply for school lunch scholarships)
- _____ Milk Letter and Corresponding Payment
(only if you wish to purchase through state program for milk)
- _____ Request for Supervision at Dismissal from School Form

The following information is available for your review in the District Information Folder:

- Affirmative Action Letter
- Family Educational Rights and Privacy Act (FERPA)
- Emergency Evacuation Plan and Procedures
- Annual Integrated Pest Management Notice

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Genesis Parent Portal Account - Student Information Update

Below is listed several particularly important aspects of data that parents/guardians need to submit for each student through their Parent Portal Account. Please keep in mind that failure to complete the documents and forms will limit student activity and participation. The two sections are:

- **Document Tab** - The Document section will contain files in PDF that can be read on line, downloaded to print or save. Once the parent/guardian has read the file they are required to click on the "Acknowledge that you have read the document". This will automatically update the student's record.
- **Forms Tab** – The Forms tab will contain forms that have questions which require parent/guardian consent and approval. Checking off the box in the questions equals a YES, leaving the box blank equals a NO. Once the questions are answered the parent/guardian is required to check "This form is ready for final submission" and then click on "Update Answers". This will automatically update the student's record.

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AND DON'T FORGET...

To view your child's teacher's website page, click on "**Class Pages**"(left of Maugham home page)
Click on **Calendar** (left of Maugham home page) – view all Maugham School events
Click on **Principal's Page** (top of Maugham home page) – view information from Mrs. Ferrara
Click on **HSA** (top of Maugham home page) – to access the Maugham Home School Association website link for information on lunch programs, after-school clubs, volunteering, etc.