

# **Student Registration Grades 9-12 FAQ**

**Q. I submitted the online registration, but didn't receive the email with hyperlinks. Why is that?**

A. Please check your spam folder. If you do not see it in your inbox or spam folder, please email the registrar at [registrar@motsd.org](mailto:registrar@motsd.org) Thank you.

**Q. Can I email the forms instead of uploading them to the hyperlinks?**

A. No. The hyperlinks provide a secure document transfer.

**Q. Are the physical forms required to enter grades 9-12?**

A. Yes. The examination shall be conducted within 365 days prior to the first day of school and must comply with the required immunizations.

**Q. Do I need to submit the original health forms to the High School Health Office?**

A. Yes. In addition to uploading the health forms, please submit the originals to the health office at the high school. The originals must be on file in the nurse's office if your child will participate in sports or request working papers from the school.

**Q. What are the hours of operation at my child's school?**

A. Hours of operation are posted at the bottom of each school's homepage. They include regular hours of operation, delayed opening hours and early dismissal times.

**Q. When will my child receive his/her schedule and start date for school?**

A. Once your child's registration is complete, the guidance department will be notified. They will reach out to you to schedule an appointment for scheduling. They will provide you with a confirmed start date and other important information.

**Q. When will I receive bus information for my child?**

A. The transportation department assigns busing. The bus information will be posted in the Realtime Parent Portal.

**Q. How do I access the Realtime Parent Portal?**

A. The login credentials will be provided to you by the guidance office at your child's enrollment/scheduling meeting.

**Q. Who do I contact if I have problems accessing the Realtime Parent Portal?**

- A. Email all questions/concerns regarding the Realtime Parent Portal to:
- |  |  |
|--|--|
| <b>September - June</b> = Danielle Strazza | <a href="mailto:danielle.strazza@motsd.org">danielle.strazza@motsd.org</a>   |
| <b>July-August</b> = Tammy Grossberndt     | <a href="mailto:tammy.grossberndt@motsd.org">tammy.grossberndt@motsd.org</a> |
| Gloria Longo                               | <a href="mailto:gloria.longo@motsd.org">gloria.longo@motsd.org</a>           |

**Q. I'm having trouble uploading documents to the hyperlinks. What else can I do?**

- A.
- Double check you are using the correct file format options, ie. JPEG, PDF, PNG
  - Try an alternate web browser, ie. Chrome, Firefox, Safari
  - Try a different device. Cell phones may be problematic when trying to upload documents to the hyperlinks.
  - You can request new hyperlinks from the registrar.

**Q. Who are the points of contact at my child's school?**

**Mount Olive High School**

973-691-4006

Principal: Mr. Kevin Moore

[kevin.moore@motsd.org](mailto:kevin.moore@motsd.org)

Guidance Secretary: Mrs. Tammy Grossberndt

[tammy.grossberndt@motsd.org](mailto:tammy.grossberndt@motsd.org)

Guidance Secretary: Mrs. Gloria Longo

[gloria.longo@motsd.org](mailto:gloria.longo@motsd.org)

School Nurse: Mrs. Cindy Kluska, RN

[cindy.kluska@motsd.org](mailto:cindy.kluska@motsd.org)

Mrs. Suzanne Menta, RN

[suzanne.menta@motsd.org](mailto:suzanne.menta@motsd.org)

Attendance Line (to report a child absent)

973-927-2208 follow the prompts

**Q. How do I reach the transportation department?**

**Transportation**

Phone: 973-691-4005

Transportation Supervisor: Pamela Agnes

Email: [transportation.dept@motsd.org](mailto:transportation.dept@motsd.org)

**Q. Where can I find the school calendar?**

- A. The school calendar is located on our website's mainpage and every school's homepage.