

## **Student Registration Grades 1-5 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. Can I wait to submit the Universal Health Form?**

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

**Q. Does the school offer before/after school care?**

A. Before and After Care is available at all four elementary schools. The service is provided by an outside company called "Right at School".

Please contact the company directly with all questions pertaining to before/aftercare. You will find the link to "Right at School" under "Parents" on each elementary school's homepage.

**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 I find out who my child's teacher is?**

A. Once your child's registration is processed, the school will be notified and they will assign your child to a homeroom. The school will contact you with this information and it will be available in the Realtime Parent Portal.

**Q. What day will my child start school?**

A. Once your child's registration is processed, the school will call you with specific information including the start date for your child.

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

A. Bus information will be available in the Realtime Parent Portal.

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

A. The login credentials will be provided to you via email from your child's school.

**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 [realtime@motsd.org](mailto:realtime@motsd.org) Please allow 48 hours for a response.

**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?**

**Chester M. Stephens Elementary School**

Phone: 973-691-4002

Principal: Ms. Nicole Musarra

Instructional Supervisor: Ms. Ashley Lopez

Secretary: Ms. Kelly Lippe

School Nurse: Ms. Kathleen Olup, RN

[nicole.musarra@motsd.org](mailto:nicole.musarra@motsd.org)

[ashley.lopez@motsd.org](mailto:ashley.lopez@motsd.org)

[kelly.lippe@motsd.org](mailto:kelly.lippe@motsd.org)

[kathleen.olup@motsd.org](mailto:kathleen.olup@motsd.org)

**Mountain View Elementary School**

Phone: 973-927-2201

Principal: Mrs. Melissa Kolenski

Instructional Supervisor: Ms. Jennifer Olsyn

Secretary: Mrs. Theresa Basciano

School Nurse: Ms. Maryanna Domenic, RN

[melissa.kolenski@motsd.org](mailto:melissa.kolenski@motsd.org)

[jennifer.olsyn@motsd.org](mailto:jennifer.olsyn@motsd.org)

[theresa.basciano@motsd.org](mailto:theresa.basciano@motsd.org)

[maryanna.domenic@motsd.org](mailto:maryanna.domenic@motsd.org)

**Sandshore Elementary School**

Phone: 973-691-4003

Principal: Mrs. Jennifer Curry

Instructional Supervisor: Mrs. Kristy McFarlane

Secretary: Mrs. Joanne Robinson

School Nurse: Mrs. Suzanne Herbst, RN

[jennifer.curry@motsd.org](mailto:jennifer.curry@motsd.org)

[kristy.mcfarlane@motsd.org](mailto:kristy.mcfarlane@motsd.org)

[joanne.robinson@motsd.org](mailto:joanne.robinson@motsd.org)

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

**Tinc Road Elementary School**

Phone: 973-927-2203

Principal: Mr. Mark Grilo

Instructional Supervisor: Ms. Dani Marangon

Secretary: Mrs. Angela Aaron

School Nurse: Ms. Liliana Duque-Dejesus

[mark.grilo@motsd.org](mailto:mark.grilo@motsd.org)

[dani.marangon@motsd.org](mailto:dani.marangon@motsd.org)

[angela.aaron@motsd.org](mailto:angela.aaron@motsd.org)

[liliana.duquedejesus@motsd.org](mailto:liliana.duquedejesus@motsd.org)

**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.