

# **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.

**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:  
Tammy Grossberndt [tammy.grossberndt@motsd.org](mailto:tammy.grossberndt@motsd.org)  
Lorianne Madonna [lorianne.madonna@motsd.org](mailto:lorianne.madonna@motsd.org)

**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**

973-927-2208

Principal: Mr. Kevin Stansberry

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

Guidance Secretary: Mrs. Tammy Grossberndt

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

Gudiance Secretary: Ms. Lorianne Madonna

[lorianne.madonna@motsd.org](mailto:lorianne.madonna@motsd.org)

School Nurse: Mrs. Maryanna Domenic, RN

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

Ms. Keira Fisher

[keira.fisher@motsd.org](mailto:keira.fisher@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: Patricia Trojanowski

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 main page and every school's homepage.