

## **Student Registration Grades 6-8 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)

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

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

A. It is best to upload the documents as it is a more secure option which links the forms directly to your child's registration.

**Q. Is the Universal Health Form required to enter grades 6-8?**

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. 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 middle school guidance department will be notified. They will reach out to you with a schedule, 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 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 the guidance secretary.

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

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

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

**Mount Olive Middle School**

973-691-4006

Principal: Ms. Agatha Wilke

[agatha.wilke@motsd.org](mailto:agatha.wilke@motsd.org)

VP: Mrs. Lea Margosiak

[lea.margosiak@motsd.org](mailto:lea.margosiak@motsd.org)

VP: Mr. Nick Cutro

[nicholas.cutro@motsd.org](mailto:nicholas.cutro@motsd.org)

VP: Mr. Daniel Barcia

[daniel.barcia@motsd.org](mailto:daniel.barcia@motsd.org)

Secretary to the Principal: Mrs. Julie Notillo

[julie.notillo@motsd.org](mailto:julie.notillo@motsd.org)

Guidance Secretary: Mrs. Sandy Remshifski

[sandra.remshifski@motsd.org](mailto:sandra.remshifski@motsd.org)

School Nurse: TBD

Attendance (to report a child absent)

Use "Pick up Patrol" App

**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)