Clementon School District

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August 2023

Dear Parents/Guardians,

We hope you and your family are enjoying the summer break. We'd like to take a moment to inform you that our "Annual Registration" for returning students is now open. **All parents/guardians of returning students and students registered prior to August 1, 2023 are required to complete this process <u>by August 31, 2023</u>.** Returning families may recall that this process was established last year in an effort to streamline the amount of hard copy paperwork sent by mail each August.

Annual Registration is simply a way for you to electronically review and acknowledge all mandatory CES documents for the upcoming school year. You will also be able to update your child's emergency contact information and share any changes to their health/medical status.

Electronic Annual Registration must be completed for each child that is registered with CES. Once you have completed and submitted your child's Annual Registration, and the forms have been accepted, you will be able to view your child's homeroom assignment for the 2023-2024 school year. (Please note that new CES kindergarten students will be assigned a homeroom after their August 7th screening.)

In order to complete the Annual Registration process, please login to your **OnCourse Parent Portal**. If you have not previously activated your OnCourse login credentials, they were recently emailed to the address we have on file for you.

To login you need to do the following:

1. Go to the Clementon Elementary School Webpage at www.clementon.k12.nj.us
2. Click on the Parents Tab at the top of homepage
3. Click on OnCourse Connect
4. Enter your login credentials

Once you've logged in, you will see the following window:

Click "Begin Annual Registration" to update your child's information and acknowledge all mandatory documents for the 2023-2024 school year. Please keep in mind that our Emergency Cards will be generated using the information you provide during this process. All students must have at least 2-3 emergency contacts. If at any time during the school year you need to update or remove information, just login to your OnCourse account and make your contact changes.

Remember, Annual Registration should be accessed throughout the month of August. You must complete the Annual Registration for each child prior to the first day of school and in order for you to receive your child's homeroom assignment.

Please continue to use the OnCourse Connect Parent Portal throughout the school year to view important information pertaining to your child such as their assignments, grades/progress, and attendance. If you experience any difficulties with accessing your account please call 856-783-2300 extension 1014.

Sincerely,

Jared Fudurich

Principal