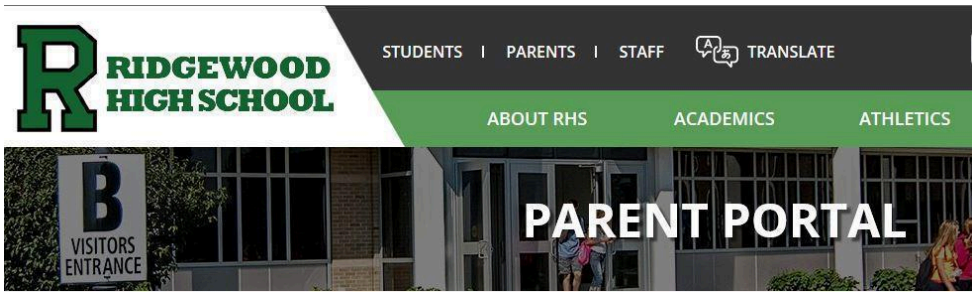
# New Student Enrollment Portal

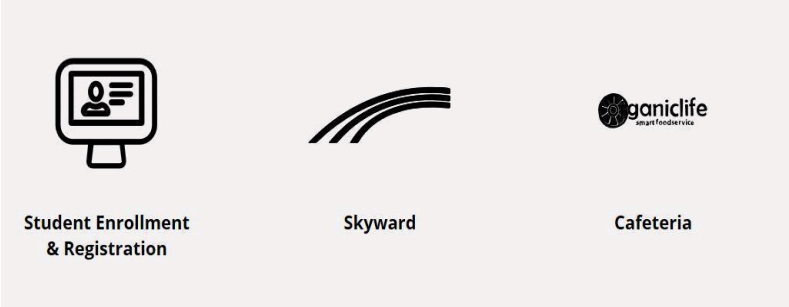
## Enrollment Instructions

***** If you have a student currently enrolled at Ridgewood and are enrolling a new student you can skip to Step 6. Enrollment Portal is available in the top left navigation column.**

1. Go to www.D234.org
2. Click on PARENTS link at the top of the page

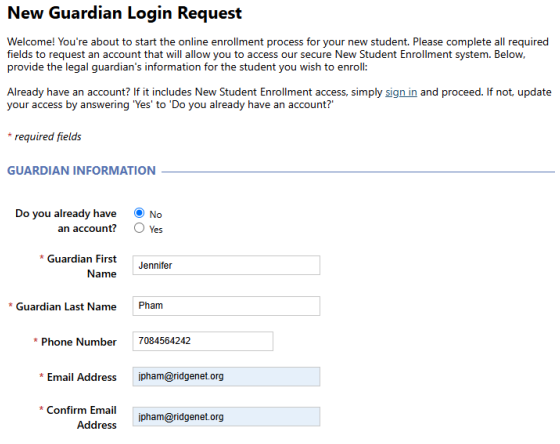


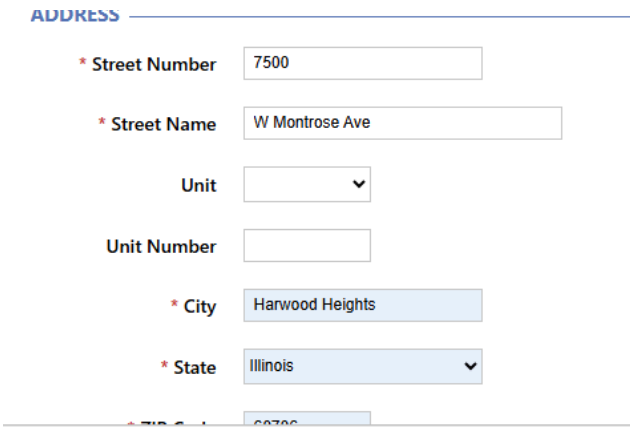

3. Select **Student Enrollment & Registration**




Click on the Green NSOE in Step 1 to begin enrolling your student.

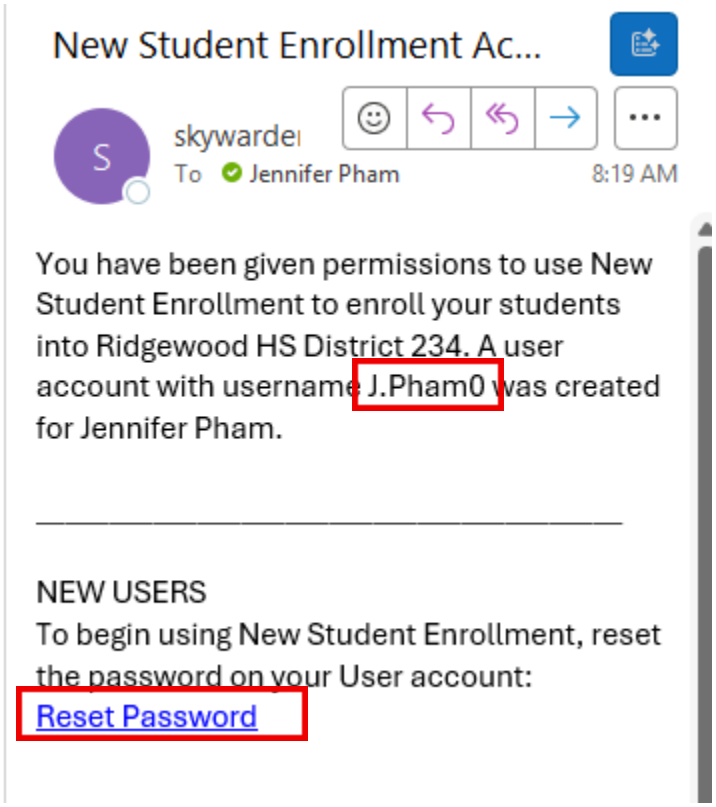
4. Complete the **guardian information, address,** reCAPTCHA, and click on the Submit button



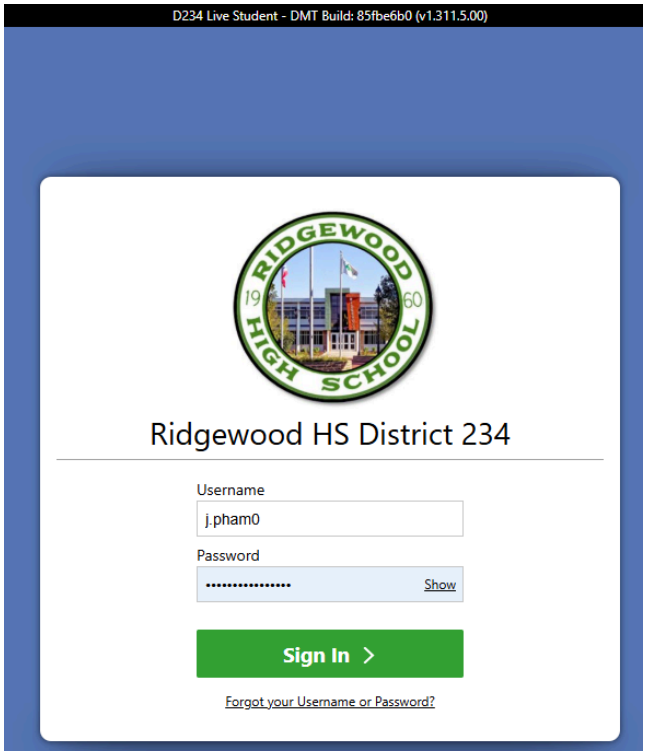



# New Student Enrollment Portal

5. Open email entitled **New Student Enrollment Account Information** and click on provided URL to reset your password and complete Skyward enrollment. Email will include login.

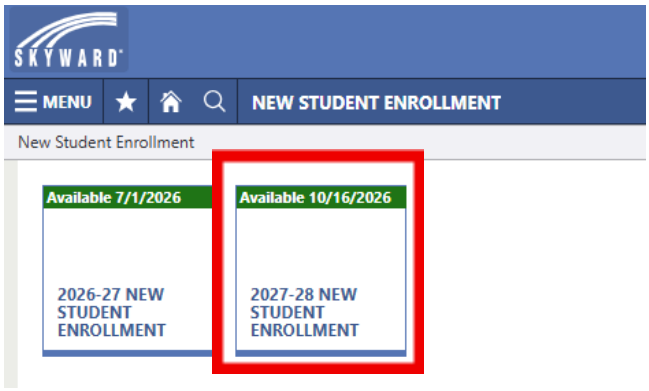



6. On Skyward Login page, **enter login and password**.

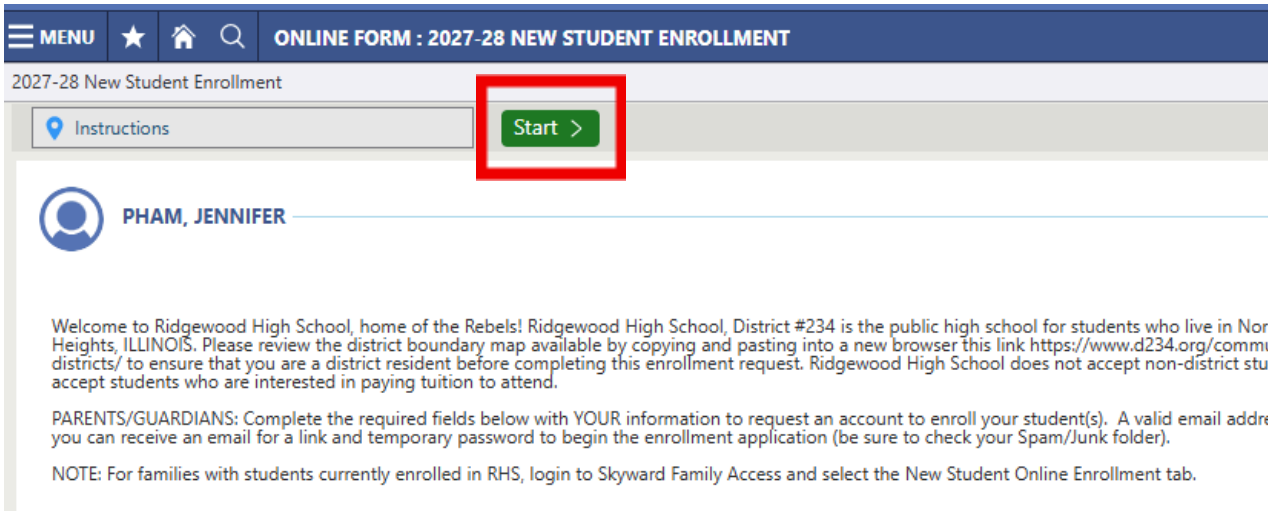


# New Student Enrollment Portal

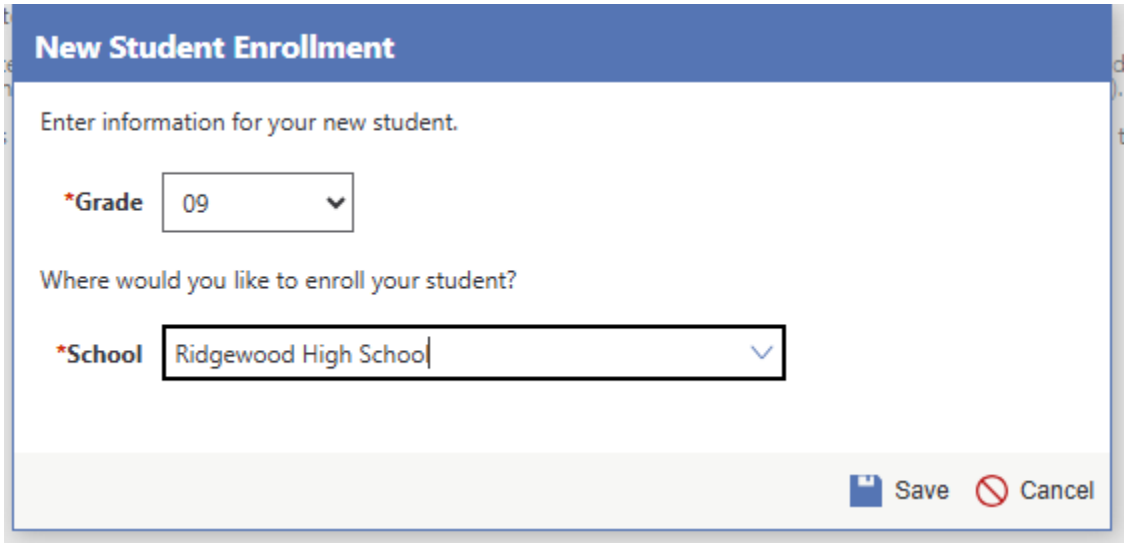
7. Please be sure to select the **"2027-28 New Student Enrollment"** tile when completing the application. It is important that you choose the correct option, as selecting the wrong tile will require you to complete the application again.



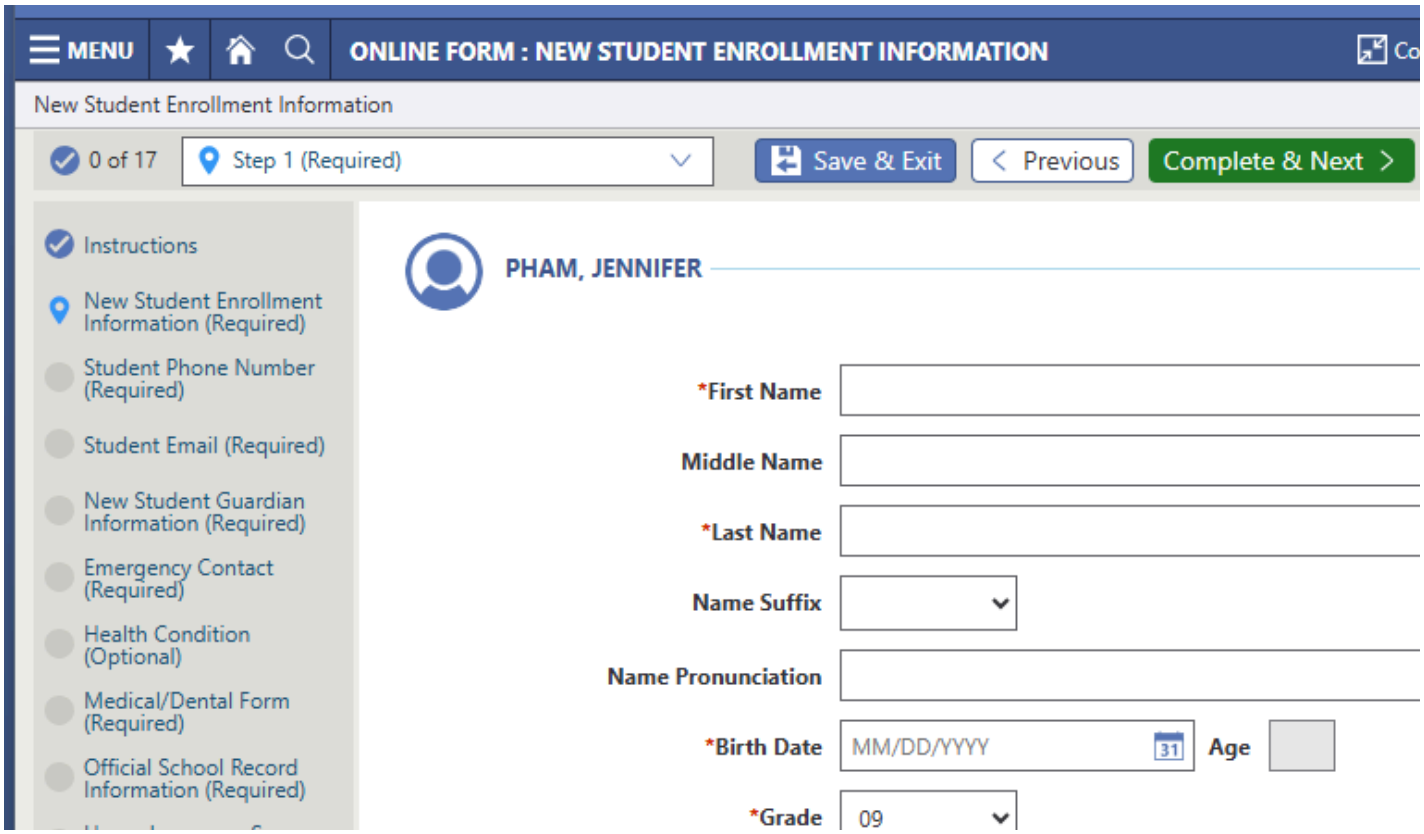

8. Read the instructions and click on the Start button.




9. Select grade 09 and Ridgewood High School from the drop down and click on Save.



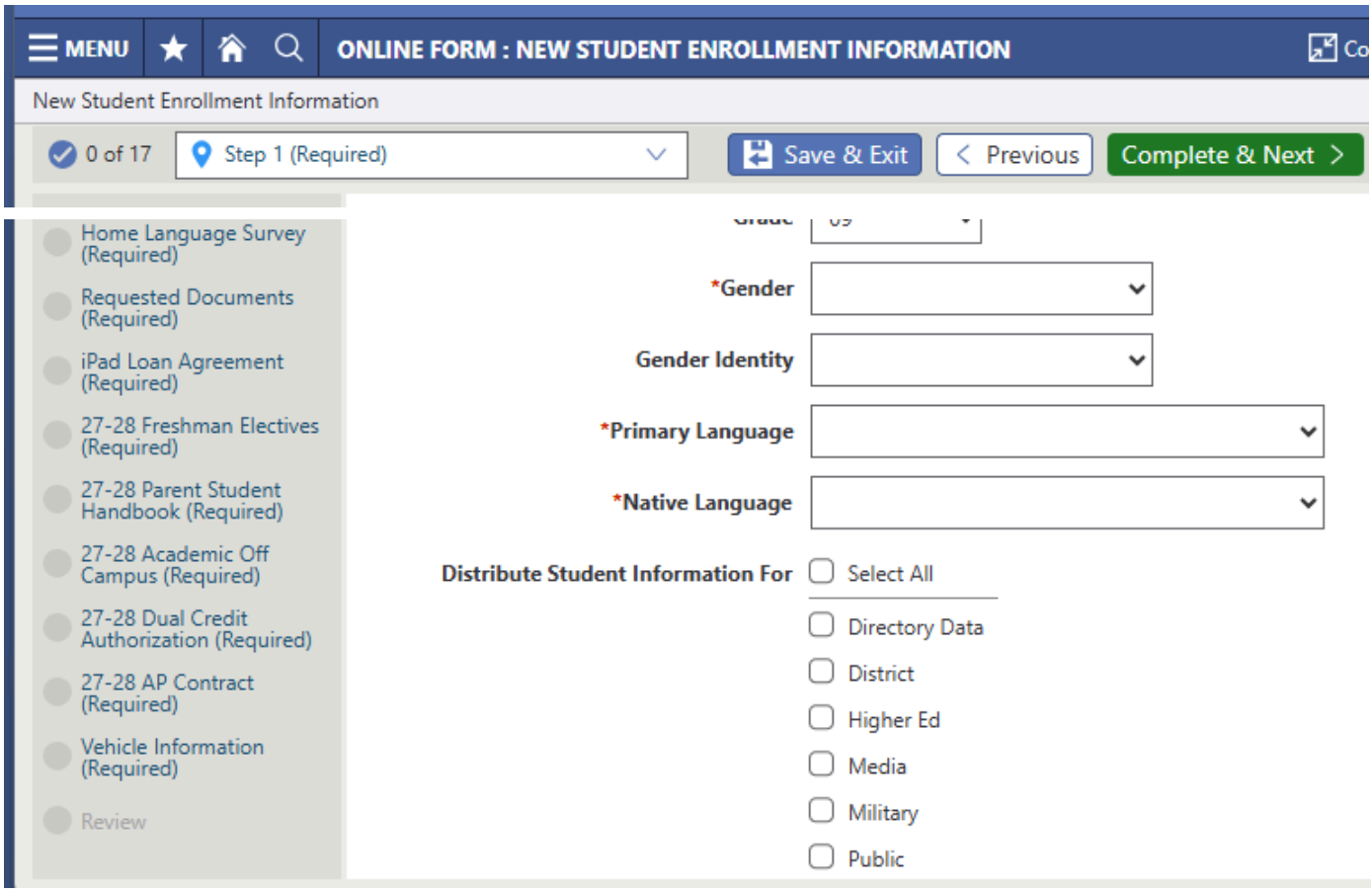
# New Student Enrollment Portal




a. Step 1: New Student Enrollment Information
    i. Once complete click **Complete & Next**
b. Step 2: Student Phone Number
    i. Once complete click **Complete & Next**
c. Step 3: Student Email
    i. Once complete click **Complete & Next**
d. Step 4: New Student Guardian Information
    i. Once complete click **Complete & Next**
e. Step 5: Emergency Contact
    i. Once complete click **Complete & Next**
f. Step 6: Health Condition
    i. Once complete click **Complete & Next**
g. Step 7: Medical/Dental Form
    i. Once complete click **Complete & Next**
h. Step 8: Official School Record Information
    i. Once complete click **Complete & Next**

# New Student Enrollment Portal

ii.




i. Step 9: Home Language Survey
    i. Once complete click **Complete & Next**
j. Step 10: Requested Documents
    i. You are required to upload a Birth Certificate
    ii. Optional files to upload are Custody Guardianship and Passport
k. Step 11: iPad Loan Agreement
    i. Once complete click **Complete & Next**
l. Step 12: 27-28 Freshman Electives
    i. Once complete click **Complete & Next**
m. Step 13: 27-28 Parent Student Handbook
    i. Once complete click **Complete & Next**
n. Step 14: 27-28 Academic Off Campus
    i. Once complete click **Complete & Next**
o. Step 15: 27-28 Dual Credit Authorization
    i. Once complete click **Complete & Next**
p. Step 16: 27-28 AP Contract
    i. Once complete click **Complete & Next**
q. Step 17: Vehicle Information
    i. Once complete click **Complete & Review**

8. Once complete click **Complete & Review**
9. Review the application and **click Submit Form**