



# HOLMDEL TOWNSHIP SCHOOL DISTRICT

*"A COMMITMENT TO EXCELLENCE"*

*Office of the Superintendent*  
65 McCampbell Road  
Holmdel, NJ 07733  
Tel: 732-946-1800  
Fax: 732-946-1875

August 25, 2016

Dear Parent/Guardian:

With just 12 days to go before the start of the new school year, I am writing today to provide you with important information on how to access student class assignments and bus passes as well as directions on how you can take care of all of those required parent/guardian "back to school" tasks ahead of the big day!

## **InfoSnap**

Thanks to parents/guardians for doing their part last year, our district-wide launch of InfoSnap went extremely well and we are pleased that we will continue to use this program again this year. In fact, it's in the second year that users will really appreciate the benefits of this tool in that it eliminates the need to provide much of the information previously submitted. This year you will simply need to verify/update specific information and submit all of the various annual "sign off" agreements by September 16, 2016.

## **School Messenger**

We will also continue to use School Messenger as a means of communicating with families and you will once again have an opportunity to set preferences for how you would like to receive automated emergency calls and other electronic communications from our schools as well whether you wish to receive e-mails from the parent organization associated with your child's school (new this year).

## **Parent Portal**

Both InfoSnap and School Messenger are accessible through the PowerSchool Parent Portal. Attached to this message are step-by-step directions for you to use to access both of these programs. If you did not create an account in the Parent Portal go to: <https://powerschool.holmdelschools.org/public/> and use your access ID and password to link your children to your account. If you do not have an access ID and Password for each child, please contact your school to obtain them.

## **Bus Passes and Class Assignments/Student Schedules**

Bus passes and class assignments/student schedules will be available through the Parent Portal today after 5:00 p.m. To access your child's bus pass, click on the Transportation Info icon on the left side menu of the Parent Portal. Bus passes will not be mailed home. Please contact the Transportation Department at 732-946-1847 with questions about this information.

If there is any way that our team can assist you in preparing for the first day of school, please do not hesitate to reach out to us. We are looking forward to working with you to make this the best school year possible!

Sincerely,

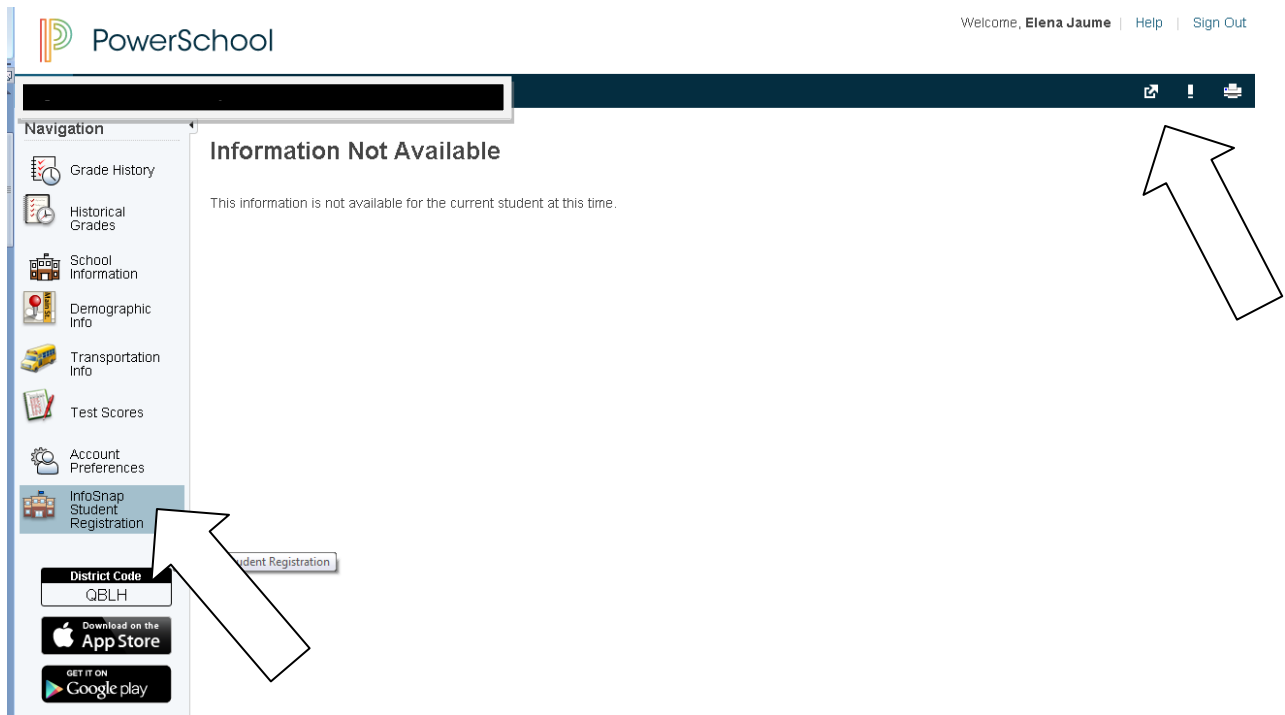
Robert McGarry, Ed.D.  
Superintendent of Schools

# Register Currently Enrolled Students for the 2016-2017 School Year

Log into the parent portal by using any one of the following web browsers:

- Mozilla Firefox
- Google Chrome
- Safari
- **\*\*\* INTERNET EXPLORER IS NOT SUPPORTED \*\*\***

Once logged in you will choose the arrow key in the top right hand corner of your screen and an Applications screen will appear showing both School Messenger and Infosnap. Or you can simply choose the “Infosnap Student Registration” icon on the left hand menu. Once you select Infosnap you will be prompted to enter your child’s birthdate for security purposes.



The screenshot shows the PowerSchool interface. On the left is a navigation menu with 'Account Preferences' and 'InfoSnap Student Registration'. The main content area displays 'Information Not Available' with the message: 'This information is not available for the current student at this time.' On the right, an 'Applications' dropdown menu is open, listing 'Contact Manager' (SchoolMessenger - Contact Manager) and 'InfoSnap Student Registration' (Infosnap Student Registration). A white arrow points to the 'InfoSnap Student Registration' option.

You will be redirected to the following page. It is important to complete the entire form and submit for the school to have accurate records for the upcoming school year.

The screenshot shows a web browser window displaying the 'Returning Student Registration' form. The browser address bar shows the URL: <https://secure.infosnap.com/family/actionintroduction.aspx>. The page header includes 'Holmdel Township Public Schools' and navigation links for 'Home', 'Save & Log Out', and 'INTRODUCTION > Forms > Review & Submit'. The main content area is titled 'Introduction' and contains the following text:

**Online Returning Student Registration**  
 Welcome to Holmdel Township Public Schools Returning Student Registration, powered by InfoSnap. Please follow the steps below to continue.

1. Click "Next >" on this page, and enter the information requested by the online forms.  
 Note: Required fields are marked with a red asterisk, and Holmdel Township Public Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Review" page, check your data before submitting.
3. Click "Submit"!  
 On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation from InfoSnap.

**Returning Student Registration for Additional Students**  
 A Returning Student Registration form must be submitted for each student in your family. Once you have successfully submitted one Returning Student Registration, you will have the opportunity to begin another from the "Submission Confirmation" page.

**Address Changes**  
 Please note: If you have a change of address you must contact your child's school.

Buttons for 'Next >' are located at the top right and bottom right of the form content area.

At the bottom of the page, it says: 'Online Services Powered By InfoSnap®, Inc. © Copyright 2008 - 2015. All rights reserved. | [Privacy](#) | [Security](#) | [Contact Us](#)'

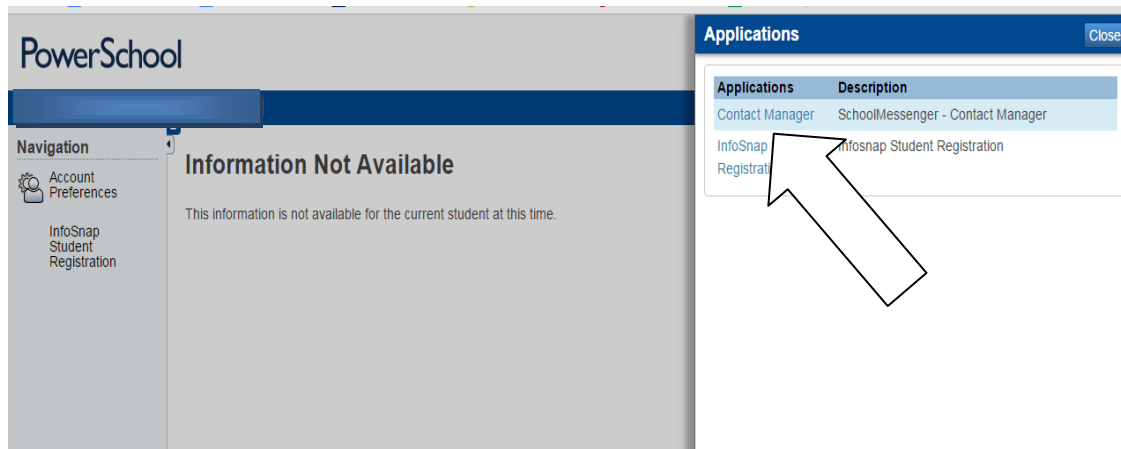
# School Messenger

What is School Messenger? School Messenger is a communication system to alert families of various information. For example, school closings, emergency announcements, report cards, attendance calls, and various newsletters and information emailed from the schools. You can log onto School Messenger through the parent portal to see any messages that were sent out from your child's school. You can also choose which email/phone number you would like to receive these communications

There are various types of messages that are sent out from the district. The following is a list of the types of messages and how they are communicated to the community.

- **Non-school Hours Emergency** – (phone call and email) this is used for school closings.
- **School Hours Emergency** – (phone call and email) this is used for during the school day emergencies.
- **Attendance** – (phone call ONLY) to inform that your child has been absent
- **General** – (email ONLY and SMS if you opt in when available to send) information sent by the schools and receiving report cards.
- **Transportation** – (phone and email) information regarding any transportation
- **Parent Group** (email ONLY) information sent by one of the following groups: PSA, PLG, PSG, PTSO, Booster Club, and Project Graduation

Choose the **Contact Manager link**



and select the “Messages” tab to view any email blasts or telephone announcements that have been sent out in the past 30 days.

Messages

Contacts

Messages from the last 30 days

Date	Broadcasts Name	Sent By	Actions
Aug 6, 2015	Save the Date Open House	Indian Hill	<a href="#">Read Email</a>
Aug 6, 2015	Sad News - Counselors Available	William Loughran	<a href="#">Read Email</a>
Aug 5, 2015	Crisis Assistance	Barbara Duncan	<a href="#">Read Email</a>
Aug 5, 2015	2015-2016 Prime Time registration	Lara Carducci	<a href="#">Read Email</a>
Jul 30, 2015	Holmdel Board of Education	Michael Petrizzo	<a href="#">Read Email</a>

Please choose the Contact Manager link and select the “Contacts” tab to edit where you would like to receive the messages. Please note that you cannot edit the phone numbers or email addresses. Select which type of phone message goes to which phone number and email address listed.

Connor

Phone

(732)

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation |  Survey

(732)

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation |  Survey

(703)

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation |  Survey

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation |  Survey

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation |  Survey

Email

[redacted]6@gmail.com

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation |  Survey

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation |  Survey

Text (Mobile)

(732)

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation

(703)

Non-school Hours Emergency |  School Hours Emergency |  Attendance |  General |  Parent Group |  Transportation

Save To All Contacts

[Save](#)