

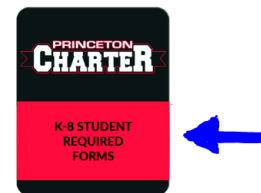
Princeton Charter School

AY 2024-2025

Link and directions for online submission of forms using “rSchoolsToday.”

1. Go to Princeton [Charter School rSchools Form Submission Site](#)
2. Click on “K-8 student Required Forms” Icon

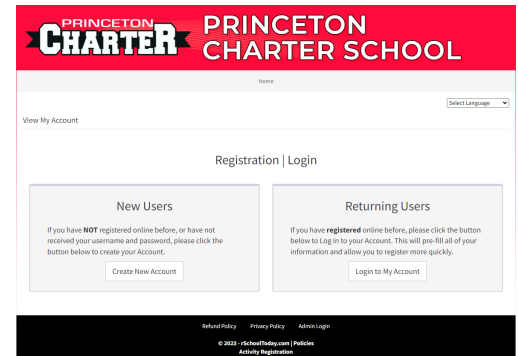
Welcome to Princeton Charter School Registration
All families must complete the required Back to School Forms, K-8
Click the icon below to begin



3. If you have not already registered on this site (i.e. you have not yet created an rSchools account) then click on the “New Users” icon.

If you have already created an account, i.e. used this site to create an account last year, or for athletics participation for another child) select the “Returning Users” icon.

If you have NOT created an account, click on “New Users.”



4. Sign up and create a new account

Sign Up

Create New Account [I already have an account](#)

Parent/Guardian First Name *


Parent/Guardian Last Name *

Username *

Password *

Email *

Confirm password *

I'm not a robot 

[Privacy](#) [Terms](#)

Sign Up

(Make certain password meets all requirements, else the system will not allow you to move forward.)

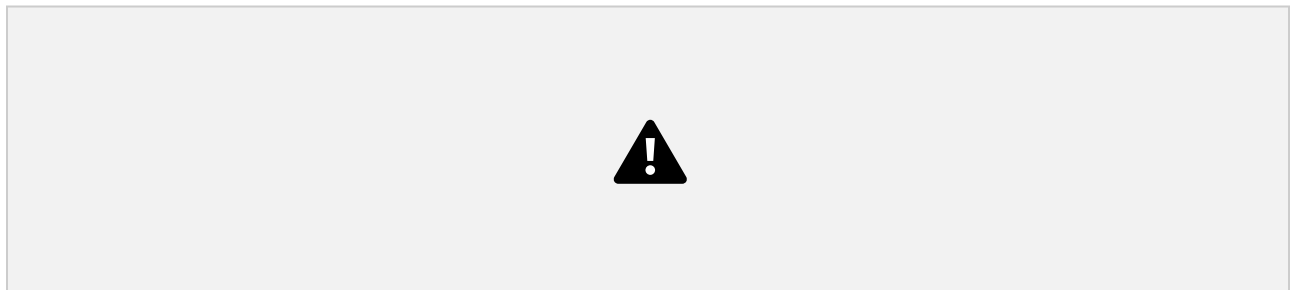
Password *

Confirm password *

Passwords match: **Yes**

Password Requirement:

- ✓ • 10 characters minimum width
- ✓ • lowercase letter
- ✓ • uppercase letter
- ✓ • number
- ✓ • special character



5. You will be asked to register a student:

[← Back to Listings](#)

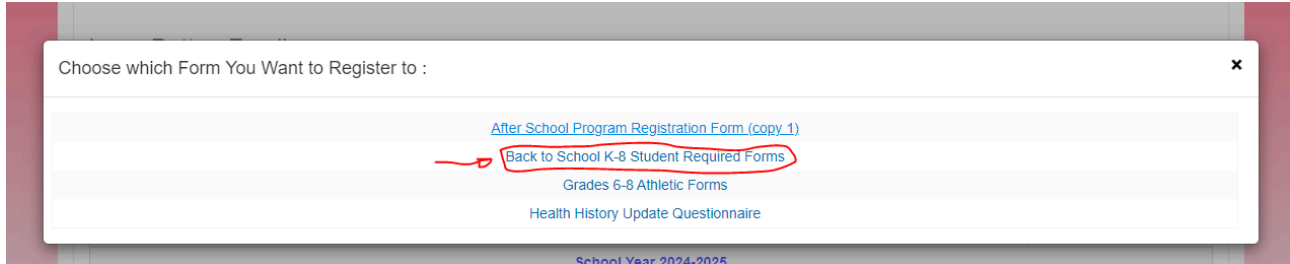
Larry Patton Family

[Registration History](#)
[Family Member Info](#)
[Important Dates](#)
[Account Settings](#)
[Logout](#)

Register
← Cancel/Change Registration
Fee Rate
Regular Pay ▼

#	Date	Activity	Student	Final Clearance	Gr	Reg. Form	Physical Date	Fee	Recp't	Status
School Year 2024-2025										
There are no registration for the current School Year										

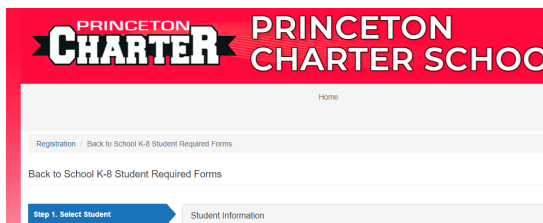
6. You will be asked to choose a form.



- You will then be asked to type in your Child’s name (as it is recorded on PowerSchool , i.e. Elizabeth not Betsy) with date of birth.

This will connect you to your child in our system.

- Your Child’s name, date of birth and grade should be pre-populated on the form.



Move to next Screen

- Select the activity “Submit forms and permissions”

Move to next Screen

10. Update contact information.

The screenshot shows a web interface for updating contact information. At the top, there is a 'Home' link and a 'Back to Account' button. Below this is a breadcrumb trail: 'Registration / Back to School K-8 Student Required Forms'. The main heading is 'Back to School K-8 Student Required Forms'. On the left, there is a vertical navigation menu with seven steps: 'Step 1. Select Student', 'Step 2. Select Activity', 'Step 3. Parent Information' (highlighted with a blue arrow), 'Step 4. Required Medical Forms', 'Step 5. Allergy Forms', 'Step 6. Required Permission Forms', and 'Step 7. After School Program Enrollment'. The main content area is titled 'Parent/Guardian 1 Information' and contains four input fields: 'First Name: *' (empty), 'Last Name: *' (containing 'test'), 'Day Phone: *' (containing '(123) 4'), and 'Cell Phone: *' (containing '(123) 4').

Move to next Screen

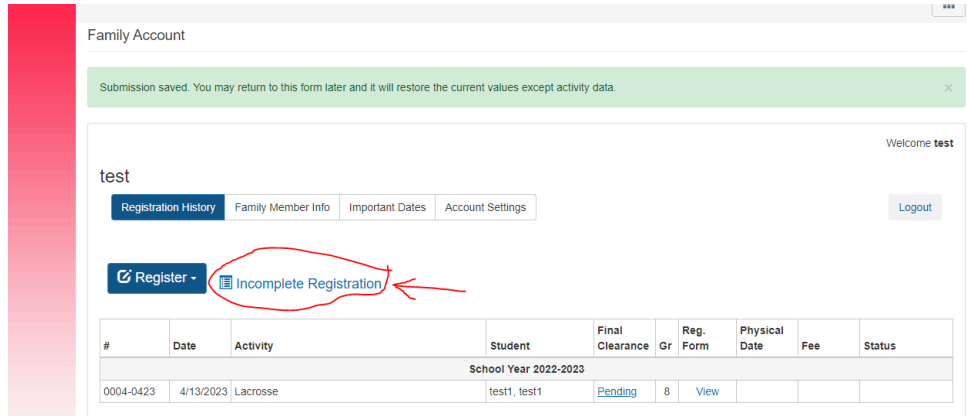
You will then follow the steps updating all required fields which are denoted by an “*”. Some information may not apply, e.g. Asthma or Allergy Plan.

If you need to upload a document, scan as a PDF or take a photo. All forms that need to be scanned and uploaded are attached to be used if needed. They are also available to download from the site.

Note: The parents *and students* will need to read and sign the Computer Acceptable Use Policy. You will be required to open the document to check that you have read it, then both a parent and the student will be asked to sign to that effect.

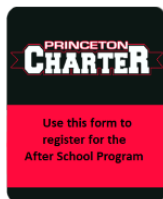
The screenshot shows the 'Required Permission Forms' section. At the top, there are two warning messages: 'Please make sure to read & confirm all agreements.' and 'PLEASE SCROLL DOWN THIS PAGE TO ENTER THE INFORMATION* and DO NOT use the back arrow'. Below this is 'Submission information' for the form 'Back to School K-8 Student Required Forms', submitted by 'test1' on Monday, August 14, 2023, at 1:53 PM. The left navigation menu is the same as in the previous screenshot, with 'Step 6. Required Permission Forms' highlighted. The main content area shows a document icon for 'Acceptable Use Policy' with a 'DOCX' extension. Below the document icon, there are two checkboxes: 'Parent/Guardian' (checked) and 'Participant' (checked). A red arrow points to the 'Participant' checkbox. Below this is a 'Sign-Off/Consent Form' section with the title 'Acceptable Use Policy - 2023-2024'. A red arrow points to a checkbox that is checked, with the text 'I have read and discussed the rules and safety guidelines outlined in our Acceptable Use Policy with a teacher and my parents.'

Note: If you save and log out, once you return to the site, select “Incomplete Registration” to return to forms.



After School Program registration

Use this icon to register for the After School Program. Parents may register for the ASP before the start of school. You will only be billed based on attendance, i.e. you may register now, but start at any time and you will only be billed based on attendance. It is helpful to register in advance, but parents may register at any time during the school year.



Sports team participation

For students in grades 6, 7, 8 wishing to participate on a sports team, click on the “Grade 6-8 Athletic Forms” icon and follow instructions step by step to register for a fall sport.

For participation on Athletic Teams complete the required forms
Click the icon below

