

Student Activity Fees Online

Please Note:

The Ridgewood school district charges an activity fee for secondary school students in grades six through twelve. The fee is \$75.00 for middle school students and \$100.00 for high school students.

The fee is required of students who participate in any extra-curricular activity funded by the school district. Each school publishes a list of affected activities. If a student begins an activity and does not complete it, there is no refund.

Registering for Student Activity Fees Online is Fast and Easy...Here's how.....

Step 1

From any computer with an internet connection, go to the Ridgewood Public Schools website at: <http://www.ridgewood.k12.nj.us/> or the Benjamin Franklin, George Washington or RHS home pages.

Step 2

On the top navigation bar of the website click on **Parents** and then on **Student Activity Information** and you will see the following: **Online Registration for School Activity Fees** and a **link to Community Pass**.

Step 3

If you are already a member of CommunityPass, please **Login** using your name and password, and continue on to step 5.

Step 4

If this is the first time you are registering using Ridgewood's CommunityPass system, please click on **Create a Family Account**. Complete the family account form by filling in your information and clicking **continue** until you finish your account setup. Your family account is setup. Click **Finish** to return to the CommunityPass home page to register.

Step 5

From the drop down box under **Register Now** click on **Ridgewood Schools – Tests & Activities** as the organization and click **GO**. The CommunityPass home page will refresh and a second drop down box will appear.

Step 6

From the second drop down box click on **Student Activities 2009-2010** and click **Register Now** to begin your registration. This will bring you to the **Verify Account** information page. If all account information is correct click **Continue** at the bottom of this page. You will then see the **Select Participants** page.

Step 7

If you have previously registered for a local sports organization, etc. using CommunityPass you may already see your children listed on the **Select Participants** page.

If your child is not listed on this page click the **Add New Child** button, complete the required information in red and click the **Add Child** button.

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Step 8

Select the child you are registering to an activity or activities and click **Continue**. You will now see the **Student Activities - Grade Verification** page. Select the appropriate school your child is attending for the 2009-2010 school year & click **Continue**. You will now see the **Student Activities - Select Programs** page.

Step 9

From the **Student Activities - Select Programs** page select the list of activities for which you wish to register your child and click **Continue**. If your child has already been registered for an activity, the activity will appear at the bottom of the page in italics.

Step 10

You will now see the **Student Activities – Confirm Registration** page. Payment can be made by Visa or Mastercard. Review your activity registration and click **Continue**. You will now see the **Student Activities - Checkout** page.

Step 11

From the **Checkout** page you will see that your billing information is pre populated with your CommunityPass name, address and phone. If necessary, edit this information and select either Visa or Mastercard. When finished, click **Continue**. Enter your credit card number, expiration date and click **Continue**. Provided that your credit card was approved you are now finished with your registration. If your credit card was not approved, you will be prompted to correct your information.

Important Notes:

1. You may already be a member of CommunityPass, if you have registered your child or family for Ridgewood Recreation, a local sports club or Graydon Pool.
2. Please note that the charges for student activity fees will appear on your credit card statement as **RIDGEWOOD NEW JERSEY BOARD OF ED**
3. If you do not have access to a computer and/or the Internet, please go to the school office for assistance.
4. Students eligible for free or reduced lunch are exempted from the student activity fee.
5. Families experiencing financial hardship should request consideration by informing a coach, advisor, or the building principal, whomever the parent prefers.
6. Any student who does not participate in an extra-curricular activity is not required to pay the student activity fee.
7. Questions? Please contact your child's middle or high school office.