



**Attention Parents & Caregivers!**

**It's time to set up School Fusion for the 2014-15 school year!**

If You...	Then You Should...
<p>Already have a School Fusion account and <u>CAN</u> sign in to the school website</p>	<p><b>Add your children to your account.</b> Please go to <a href="http://www.ncs-nj.org">http://www.ncs-nj.org</a>, sign in, then click “My Family” on the blue sidebar to the left underneath your name, and click the link that says “Add your student.” You can then search for your child(ren) by name. Clicking on their name adds them to your account, once I validate and approve the request. All requests will be processed promptly (usually within a few hours) but always within one business day.</p>
<p>Have a School Fusion account but <u>CANNOT</u> sign in</p>	<p><b>Use the NCS Parent Help Desk form</b> (<a href="#">here</a>) to request assistance.</p>
<p>Do not have a School Fusion account</p>	<p><b>Sign up at</b> <a href="http://bit.ly/ncs-register">http://bit.ly/ncs-register</a>. Remember to select ‘parent’ as the account type AND to provide information about your children. All requests will be validated and processed promptly (usually within a few hours) but almost always within one business day.</p>

**Remember: you do NOT need to “JOIN” your child’s academic classrooms** (Math, Science, English Language Arts [ELA], Social Studies, World Languages) as you will be given access to them automatically once your children are enrolled in their classes and you have added them to your account. Feel free however to “JOIN” any other classroom or club page on the site!

*If your child’s classes/teachers are NOT CORRECT in School Fusion, please use the [NCS Parent Help Desk Form](#) to request assistance.*