



**PISCATAWAY
TOWNSHIP SCHOOLS**

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Dear Middle School Parents (of **Current 6th and 7th Graders**),

As you know, we offer middle school parents damage insurance for your child's district issued iPad on a yearly basis. The current cycle of iPad insurance (2017-2018 school year) expires on June 30, 2018. Your child will retain their iPad over the summer months and into the 2018-2019 school year.

iPad insurance for the 2018-2019 school year needs to be purchased through Community Pass (directions are attached) from April 27, 2018 through June 30, 2018. This new insurance policy will be effective for a 12 month period - July 1, 2018 through next June 30, 2019. The full yearly price for this insurance is only \$45 and will cover all damages up to 3 claims/repairs. This insurance does not cover any intentional damage, lost, or stolen devices.

Once again, Community Pass will be open for insurance purchases from Friday, April 27th through Saturday, June 30th. Please take advantage of this great offer; the average cost of an uninsured claim is \$160. Further details about the iPad program will follow later in the spring.

Thank you.

Colleen B. Pongratz
Director of Administrative Services

Instructions for iPad Insurance Online Registration

**Registration for the 2018-19 school year iPad Insurance
will be accepted April 27th through June 30, 2018.**

How to Register – Rising 7th and 8th Graders

1. Visit the district website at www.piscatawayschools.org. Select “*Community Pass Online Registration*” under **Quick Links** on the right side of the page.
2. **Existing Community Pass Users:**
IMPORTANT: Please do not create a new account. In the Existing Users box on the right side of the page, enter the User Name and Password that you have used for previous registrations, such as Piscataway Summer Camp or Subscription Busing. If you do not remember your user name and password, call 732-572-2289 x2534 for assistance and you will be provided with your account information.
3. **New Community Pass Users:**
Select **Create an Account**, create your user name and a password, which can be any combination of letters and numbers. Next, create your family account. The name that you enter should be the primary contact name (such as a parent or guardian). All fields in red must be entered. Click “Continue.”
4. Select “Browse Activities” box, lower left side of the screen, select the activity **“iPad Insurance 2018-2019”**, Click “Continue.”
5. Verify account information. Click “Continue.”
6. Verify email addresses. Click “Continue.”
7. Choose the child(ren) to be registered **Insurance is per student, select all middle school students to be registered.** Click “Continue.”
8. Select your child’s school and grade for the 2018-2019 school year. Click “Continue.”
9. Select “I-Pad Insurance 2018-2019 7th & 8th Grade.” Click “Continue.”
10. Select your child’s school, child’s grade and provide your child’s student ID number. Click “Continue.”
11. Select the Refund Policy, enter your electronic signature. Click “Continue.”
12. The insurance fee in the amount of \$45 for each student, is due when you register. Select your method of payment, and click “Continue.” Check the billing information and enter the credit card number, if applicable. Click “Continue.”
13. Click “Finish” to complete your transaction, which will generate a confirmation to your e-mail address. Be sure to “log out” at the top right corner of the screen when you have completed your child(ren)’s enrollment.

If you require assistance during the registration process, you may call 732-572-2289 x2534 between the hours of 8 a.m. – 4 p.m. Monday – Friday.