

September 4, 2020

Dear Parents and Guardians:

The District Reopening Plan indicates that a Daily Health Screening will be completed for all staff members and students through an app. Below are instructions for accessing the app and registering in the system.

This document provides step by step guidance: <https://www.training.rschooldtoday.com/page/2661/custom/5451>

Parents may also view a video that takes you through the steps:
<https://rtvbroadcaster.com/archive/video/play/16753>

The students do not need to present screening information to the bus driver if they are riding a bus to school.

Here are the steps from the video:

1. Download the app from your App Store – it is a free app.
2. In the App Store – Search on **rschooldtoday**
3. The app to select is a blue baseball hat like this – the Activity Scheduler



4. Once downloaded, click into the app to open it.
5. The first time you will need to click on “Set Up”
6. Click on your state (New Jersey) and then start typing the school district name.
7. **If your student attends at the high school, select Montville High School. If your student attends Lazar Middle School or any of the elementary schools, select Montville Township Public Schools. If you have students at both the high school and the middle and/or elementary level, you will need to logout and login to the other school to view your other student(s)** (see instructions under Number 18)
8. That brings you to the Mobile App – School Calendar
9. Click on the Menu bar in the top left corner
10. To take the Daily Screening, click on the Daily Health Screening link by the red cross icon.
11. The first time you use the app, you will need to verify your account.
12. On the verification screen, select your “Member Type” – **STUDENT/PARENT**. Input your email address, your first and last name.
13. Click verify and a verification email will be sent to your email account. Please note that the verification email may go to your spam account.
14. Access your email account and click on the link in the email from noreply@rschooldtoday-sports.firebaseio.com to verify your account.
15. Now when you click on the Daily Health Screening Link, you will be brought to the screen to complete your screening for the day.
16. Toggle the button to indicate any symptoms you are experiencing and input your temperature. **IF YOU ARE EXPERIENCING SYMPTOMS, PLEASE STAY HOME.**

SUPERINTENDENT
DR. RENÉ ROVTAR

17. Parents with more than one student in the system will need to click on the Profile link to submit information for each child. You will need to click on the school name in the upper left to toggle between schools.
18. If you have students at the high school and another school, you will need to toggle back and forth. This can be done from the “Calendar” screen. In the top right hand corner of the Calendar screen, click on the icon and then on “Change School.” This logs you out of one school and allows you to log into another school.
19. Once you have finished the screening, click the blue submit button at the bottom of the screen and your information will be recorded.

In the profile button – at the top right of the screen, you can toggle the button to allow the system to send you daily reminders to submit the screening every day. The default time to send a reminder is 7 am. This cannot be changed in the system.

This link also provides step by step instructions with screen samples: [Click Here](#)

You will get a reminder on Virtual Wednesdays as well, but you will not be required to complete the screening on those days since students are not present in the school building.

Students who are full-time remote students do not need to complete the Daily Health Screening.

Middle and High School students do not need to begin to submit daily screenings until **September 21st**. **All in-person middle and high school students should submit a screening on the days they are attending in person.**

Parents still need to report any student absences using the regular procedures identified by your child’s school.

Sincerely,

René T. Rovtar, Ed.D.
Montville Township Superintendent of Schools