

Hackettstown High School

599 Warren Street ♦ Hackettstown, NJ 07840
Phone: 908-852-8150 ♦ www.hackettstown.org ♦ Fax: 908-852-6214

Lauren A. Thomas
Assistant Principal

Kyle S. Sosnovik
Principal

Lena J. Wasylyk
Assistant Principal

Accessing Parent Portal

In an effort to “Go Green” and streamline our student records, Hackettstown High School uses our student information system, Realtime, to disseminate and process important school forms, grades, schedules and contact information. Additionally, you will find that the interface also allows parents to quickly acknowledge and answer school related questions. Listed below are some simple steps to ensure your child is prepared for the first day of school.

Gaining Access To The Portal

Go to www.hackettstown.org. In the right hand corner of the screen click on this icon:



Logging In

Unless your child was in Hackettstown Middle School, the parent/guardian of each child entering high school was sent a Realtime Activation letter in August before the start of their child’s freshman year. The activation letter provided the directions to successfully create a username and password. If you have now successfully activated your account, please contact any building secretary. They will be able to assist you in the process.

Accessing Forms

All student forms are located on the Parent Portal. Once logged in, click on the *Documents* tab to view and acknowledge each form. These forms cover all students at HHS so please note that some may not apply to you. Additionally, some health forms will need to be printed out and turned in. We ask that you follow the directions attached to each form. Several forms require specific attention.



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Answering School Questions

School questions are associated with the forms that are viewed on the document tab. To access the questions click on the *Parent Questions* tab. This is the step that is truly time saving. Please review each question and select your answer. Be sure to scroll to the bottom of the page and click Save My Answers. Once completed, your information will be immediately updated in your system.

Finally, please note that information on the portal is updated throughout the summer. Therefore, some items may not be available to view or respond. We ask that you check the portal one final time before the first day of school. At that time everything will be updated and ready for your acknowledgment. That includes information like student schedules, locker numbers, and the student handbook. Also, please refer to the website and school calendar for daily and upcoming events throughout the school year.

Thank you for taking the time to read this notice and we hope you enjoy the remaining days of summer.

Sincerely,

The HHS Administrative Team

