

## Module 4 Instructions

1. [How to Opt In/Out for module 4.](#)
2. [Book your Covid test appointment.](#)
3. [How to check your Group, Transportation information](#)

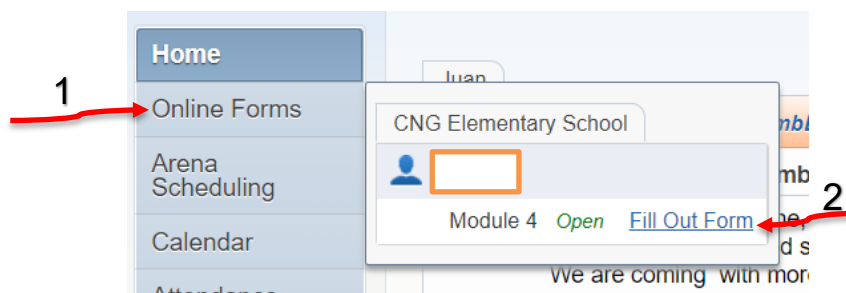
### 1. How to Opt In/Out for module 4.

Log into Skyward to begin the process.

- 1.1. Go to [www.cng.edu](http://www.cng.edu) > SKYWARD > and login with your skyward account.

The screenshot shows the Skyward login interface. At the top is the CNG logo with the text "HONORED TRADITION VISIONARY FUTURE" and "1938 CNG 2018". Below the logo is the "SKYWARD" logo. The text "--COLEGIO NUEVA GRANADA -- 2020 - 2021 --" is displayed, followed by contact emails: "For Academic Support email: jbarragan@cng.edu - Matriculation Support email: useradmin@cng.edu". The login section includes a "Login ID:" field (highlighted in purple), a "Password:" field, a "Sign In" button, and a link "Forgot your Login/Password?". A timestamp "05.20.06.00.04" is visible. At the bottom, there is a "Login Area:" dropdown menu set to "All Areas".

- 1.2. Once your login, click on Online Forms > click on Fill Out Form.



### 1.3. Click on Module 4- > Click on View Full Screen

Module 4

CNG Elementary School)

**Step 1. Module 4 (Required)**

[Print](#)

**OPT-IN/OPT-OUT MODULE 4**  
(Feb 1, 2021- Feb. 12, 2020)  
**OFFICIAL PARENT SURVEY**

Deadline to report your decision for module 4: Friday, Jan. 22, 2021, at 8:00 p.m.

[View Full Screen](#)

**1. Module 4**

2. Complete Module 4

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)

### 1.4. Read the information: Group, transportation > Complete Step 1 and move to Step 2 > Next Step

[Print](#) [Edit Step 1](#) [Exit Full Screen](#)

**OPT-IN/OPT-OUT MODULE 4**  
(Feb 15, 2021- Feb. 26, 2021)  
**OFFICIAL PARENT SURVEY**

Deadline to report your decision for module 4: Friday, Feb. 5, 2021, at 11:59 a.m.

Student Id:  Student Name:  Grade:

Informed Consent Signature: [Signed](#)

PCR Test:

☐ **Health Concern**  
If this box is checked, you must have approval from CNG's Health Committee to attend hybrid learning on campus

**Special On-Campus Approval Given due to Health Concern**  
Any questions or inquiries can be directed to the [health\\_zone@cng.edu](mailto:health_zone@cng.edu)

	Opt-In/Opt-Out	Currently registered for CNG transportation service	Are you planning to use CNG transportation for your child to and from school?	Are you planning to use CNG cafeteria?
Module 1	OPT-OUT	Yes	No	
Module 2	OPT-IN	Yes	Yes	
Module 3	OPT-IN	Yes	Yes	
Module 4	OPT-IN	Yes	Yes	...

## 2. Book your Covid test appointment.

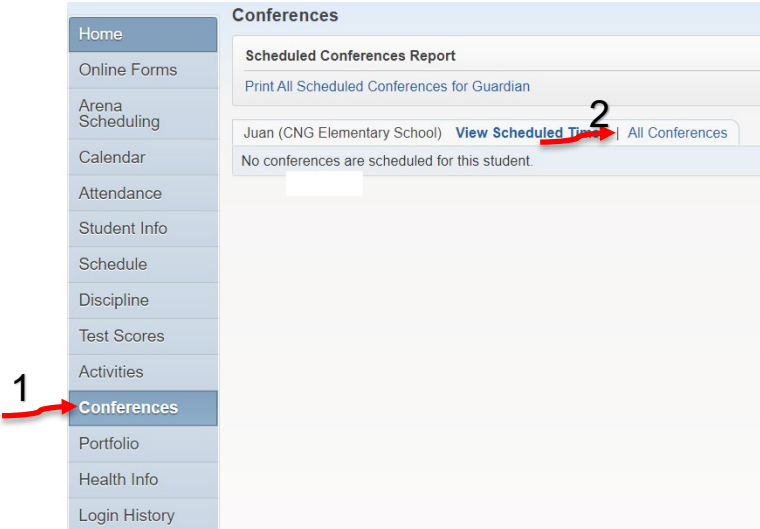
Log into Skyward to begin the process.

2.1. Go to [www.cng.edu](http://www.cng.edu) > SKYWARD > and login with your skyward account.



The image shows the Skyward login interface. At the top is the CNG logo with the text "HONORED TRADITION VISIONARY FUTURE" and "1938 CNG 2018". Below the logo is the Skyward logo. The text "--COLEGIO NUEVA GRANADA -- 2020 - 2021 --" is displayed, followed by contact emails: "For Academic Support email: jbarragan@cng.edu" and "Matriculation Support email: useradmin@cng.edu". The login section has fields for "Login ID:" and "Password:", a "Sign In" button, and a link "Forgot your Login/Password?". A timestamp "05.20.06.00.04" is shown. At the bottom, there is a "Login Area:" dropdown menu set to "All Areas".

2.2. Click on the Conferences, to schedule the appointment to take the Covid test > View Schedule Times and select date and time.



The image shows the Skyward "Conferences" page. On the left is a navigation menu with items: Home, Online Forms, Arena Scheduling, Calendar, Attendance, Student Info, Schedule, Discipline, Test Scores, Activities, Conferences (highlighted with a red arrow and the number "1"), Portfolio, Health Info, and Login History. The main content area is titled "Conferences" and contains a "Scheduled Conferences Report" section. It includes a link "Print All Scheduled Conferences for Guardian" and a table with one row: "Juan (CNG Elementary School) View Scheduled Times All Conferences". The "View Scheduled Times" link is highlighted with a red arrow and the number "2". Below the table, it says "No conferences are scheduled for this student."

Schedule a Conference Time with **Station 1** **Check your assigned station.**

Conference Time Slots	Status	Building/Room	
Tue Feb 2, 2021 7:00 am - 7:05 am	Open		Select
Tue Feb 2, 2021 7:05 am - 7:10 am	Open		Select
Tue Feb 2, 2021 7:10 am - 7:15 am	Open		Select
Tue Feb 2, 2021 7:15 am - 7:20 am	Open		Select
Tue Feb 2, 2021 7:20 am - 7:25 am	Open		Select
Tue Feb 2, 2021 7:25 am - 7:30 am	Open		Select
Tue Feb 2, 2021 7:30 am - 7:35 am	Open		Select
Tue Feb 2, 2021 7:35 am - 7:40 am	Open		Select
Tue Feb 2, 2021 7:40 am - 7:45 am	Open		Select
Tue Feb 2, 2021 7:45 am - 7:50 am	Open		Select
Tue Feb 2, 2021 7:50 am - 7:55 am	Open		Select
Tue Feb 2, 2021 7:55 am - 8:00 am	Open		Select
Tue Feb 2, 2021 8:00 am - 8:05 am	Open		Select
Tue Feb 2, 2021 8:05 am - 8:10 am	Open		Select
Tue Feb 2, 2021 8:10 am - 8:15 am	Open		Select
Tue Feb 2, 2021 8:15 am - 8:20 am	Open		Select
Tue Feb 2, 2021 8:20 am - 8:25 am	Open		Select
Tue Feb 2, 2021 8:25 am - 8:30 am	Open		Select
Tue Feb 2, 2021 8:30 am - 8:35 am	Open		Select
Tue Feb 2, 2021 8:35 am - 8:40 am	Open		Select
Tue Feb 2, 2021 8:40 am - 8:45 am	Open		Select
Tue Feb 2, 2021 8:45 am - 8:50 am	Open		Select

### 3. How to check your Group and Transportation information.

Check your child group and transportation info: Bus number, paradero, time AM/PM and Monitora info.

Print

Complete Step 1 and move to Step 2

Exit Full Screen

Student Id:  Student Name:  Grade: 04 Group:

Informed Consent Signature: 

Signed

PCR Test:

☐ Health Concern

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Any questions or inquiries can be directed to the [health\\_zone@cng.edu](mailto:health_zone@cng.edu)

If this box is checked, you must have approval from CNG's Health Committee to attend hybrid learning on campus

	Opt-In/Opt-Out	Currently registered for CNG transportation service	Are you planning to use CNG transportation for your child to and from school?
Module 1	OPT-OUT	Yes	No
Module 2	OPT-IN	Yes	Yes
Module 3	OPT-IN	Yes	Yes
Module 4			

If you have selected to OPT-IN, you must sign (electronically) the **Informed Consent Form** for each child. The form(s) will be sent to the email address you have registered at CNG and must be submitted by January 22, 2021.

For parents opting their child(ren) in for the first time, each child must have a negative PCR test through the Fundación Santa Fe. To schedule a PCR test, parents can contact Santa Fe directly to make an appointment by phone at 3212712999, or by email at [ivonne.romero@fsfb.org.co](mailto:ivonne.romero@fsfb.org.co) or [ana.baldon@fsfb.org.co](mailto:ana.baldon@fsfb.org.co). When doing so, please mention that you are members of the CNG community and that CNG has a testing agreement with Santa Fe. For Module 4, there will be no need for parents to send negative PCR results to CNG as our Health Zone will receive these results directly, and confidentially, from Santa Fe.

**Extenuating Circumstances**

**Parents** - We ask you to refrain from emailing divisional offices and principals with special requests related to the hybrid schedule. Instead, if you have an extenuating circumstance related to opt-in/opt-out choice on this form, please use this official survey form to capture this request.

I have an extenuating circumstance that impacts my opt-in/opt-out choice for hybrid learning associated with Module #4

Please write a brief description of your extenuating circumstance below

In case you have chosen to use CNG transportation, here you can check the information once transportation assigns the bus and monitora

Address A.M.	<input type="text"/>	Address P.M.	<input type="text"/>
Bus A.M.:	<input type="text"/>	Bus P.M.:	<input type="text"/>
Paradero A.M.	<input type="text"/>	Paradero P.M.	<input type="text"/>
Time A.M:	<input type="text"/>	Time P.M:	<input type="text"/>
Monitora A.M.	<input type="text"/>	Monitoras P.M.	<input type="text"/>
Celular:	<input type="text"/>	Celular:	<input type="text"/>

If you have any questions regarding transportation service, please contact us

**Transportation Office**  
PBX: 2123511 Ext. 120 - 321| Celular: 320 313 6879 - 310 266 3836  
[transportation@cng.edu](mailto:transportation@cng.edu)