New Jersey Student Testing Guidelines for Schools

Thank you for your participation in the New Jersey School Student Testing Program. We are excited to expand our partnership and serve your school's community by offering testing for students whose families would like to take advantage of this service. Testing is open to all students and will be conducted on a strictly volunteer basis.

Since the majority of students who will be tested are under the age of 18, we must implement a clear and rigid process to ensure student privacy and safety. The purpose of this document is to outline the required process for students to test with LTS under this program.

Due to the sensitive nature of providing care to minors, LTS will not make exceptions to the process outlined below. If your school is unable to meet these requirements or you have any questions on the process, please email us at support@ltscovid.zendesk.com for further discussion.

Student Consent Process
- No student, under any circumstance, may be tested under this program without their parent or guardian's written consent for testing.
- Consent can only be confirmed via the Student Consent Form. This form has been supplied to your school by LTS. If you have not received this form, please email us at support@ltscovid.zendesk.com and we can supply it (multiple languages are available upon request).
- Your school must supply interested families with this form and provide instructions for how parents and guardians can return the form to their child's school. LTS will not provide the consent form to, nor accept completed forms from parents or guardians.
- Completed consent forms for all students testing must be retained by the school and be available for LTS staff to reference at each student testing event.

Student Registration Process – School Instructions
- Due to the nuances of the student consent and registration process, students can **only** be registered in the testing software via a roster upload. This will ensure that they are associated with the proper parent/guardian contact, protect the integrity of their data, and ensure all students in the testing software have consented to testing.
- LTS has provided your school with the excel template for student rosters. The only information requested to be added to the roster is the **student's first and last name**, and the

parent/guardian's email address. In cases where the parent/guardian does not have access to email, they may also provide a mobile phone, but email is preferred.

- Schools must only add students to the roster if their parent/guardian has already completed the consent process in full. In **no case** should a school include **any** student on a roster without the school confirming completion of the consent process as outlined above.
    - o If a non-consented student is on a roster, the risk of performing a test on an unconsented minor increases drastically.
    - o **Again, it is the responsibility of the school to ensure all students supplied to LTS via the roster for upload have completed the consenting process in full.**
- Student rosters must be submitted to LTS no fewer than 2 business days prior to the student's first testing day. If a school would like to add more consented students to the roster after within 2 business days of and upcoming student testing day, those students will not be tested until the following week's testing date.

Student Registration Process – Parent/Guardian Instructions
- LTS has provided a detailed Student Registration Testing Guide for Parents that covers the parent and guardian registration process with the Broad Institute testing software in detail and has sent that guide to all of our school POCs.
- Please send this guide to all parents after they have provided completed consent form(s) for their student(s), and at minimum two days prior to their student's first testing day.
- Parents and guardians may only register their account and their student profiles via the activation link they will receive after their student is uploaded to the testing software.
- LTS staff will be unable to test students whose parents have not completed the online registration process in full.
- If you receive feedback from any parents or guardians who are having trouble completing the registration process, please refer them to support@ltscovid.zendesk.com for assistance.