



EDUCATIONAL SERVICES

Genesis Student Information System

Guide To Open Registration

Guide to Open Registration – Table of Contents

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Guide to Open Registration – Introduction and Overview

I. Overview of Genesis Open Registration

A. How Open Registration Works

Open Registration is designed to streamline the Registration process by allowing parents and guardians to *pre-enter* basic demographic information about students online, before they visit a school or district offices to complete the registration process.

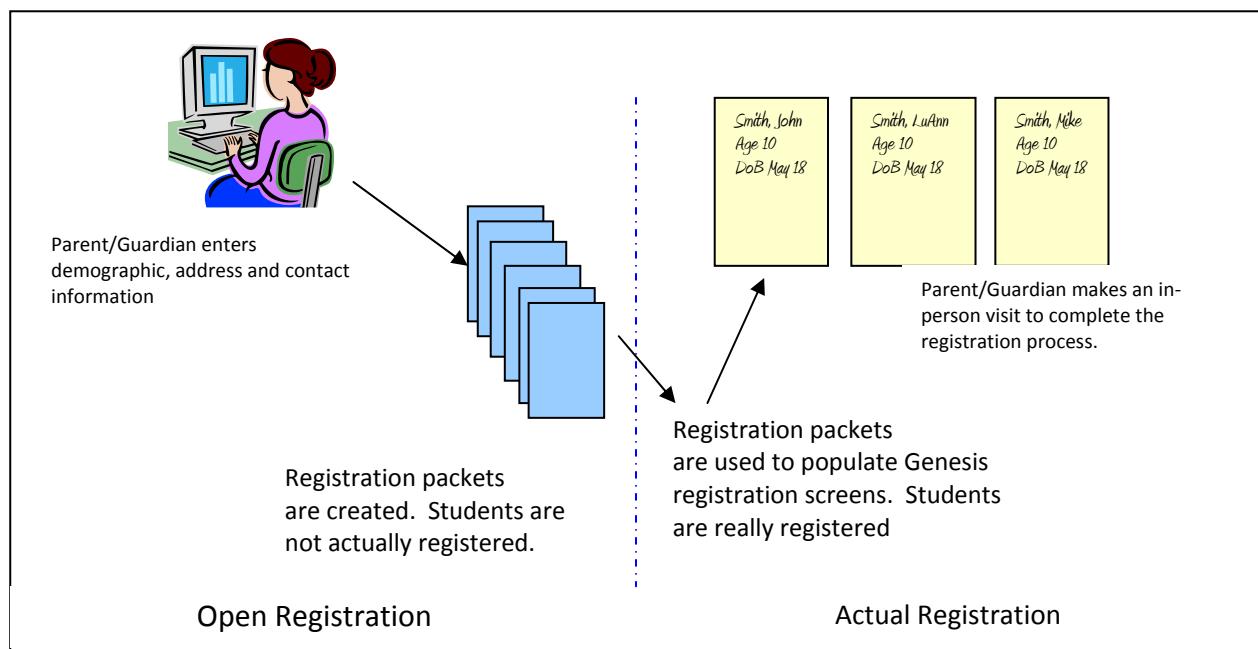
Open Registration does not *replace* in-person registration: it streamlines it and should speed up and shorten the actual visit a parent or guardian makes to the school or district office where the registration process is to be completed.

This is an important point: Registration still must be completed with an actual visit to a school or district office. Parents and guardians must present certain information, such as a student's birth certificate, in person.

What Happens When a Parent/Guardian Uses Open Registration?

When a parent or guardian accesses the Genesis Open Registration site online, they enter basic demographic, address and contact information and create a "packet" that will later be used – when the parent or guardian makes a face-to-face visit – to populate the regular Genesis Registration/Pre-registration screens with students' information.

Entering information online via the "Open Registration" process **does not** register a student: it merely starts the registration process. The process still must be completed in person.



B. What the Parents and Guardians See – The External Open Registration Process

There are five Open Registration screens that are presented to the parent/guardian who is starting the registration process for one or more students, including a “Welcome” screen that protects against robot software.

The five screens include:

- The Welcome screen which acts only as a gateway
- The Students screen which allows parents/guardians to enter information for all of their students
- An Addresses screen where they must enter at least a “Legal Residence” address and can enter as many addresses as they need.
- A Contacts screen where they must enter a “Home” contact number and can enter as many contacts as they need to.
- The Submit screen where the packet is submitted.



Figure 1 – The Open Registration Welcome screen requires the parent/guardian to click on the named item to enter the site

The Welcome Screen

The Open Registration Welcome screen asks the user to click on one of the 12 pictures. The request is different each time the screen is entered.

The Students Screen

The first active screen the parent or guardian encounters is the “Students” screen. The Students screen is used to collect basic demographic information about one student at a time – though ultimately a parent can enter multiple students into a single “registration packet”.

The Students screen collects information that is pertinent to NJ Smart.

Genesis Township Schools Open Registration

[Students](#) [Addresses](#) [Contacts](#) [Submit](#) [Logout](#)

List all students that are currently not already enrolled in the district. Include as much information as you can.

Students:

Last	First	Middle	Name	Date of Birth	Age
1.	Long	Bingo	D.	11/15/2000	7

[remove](#) [edit](#)

Add student:

Registering for School Year: Anticipated Grade Level:
First Name: Middle Name: Last Name: Suffix:
Date of Birth: Gender:

Select one or more races:

White Black Hispanic American Indian / Alaskan Asian Hawaiian native/other Pacific Islander
Citizenship: Immigration Status:
City of Birth: State of Birth: Country of Birth:

Primary Language spoken by student:

Language spoken by family at home:

Birth Certificate / Record number:

[Add Student](#)

List of students whose information has already been entered.

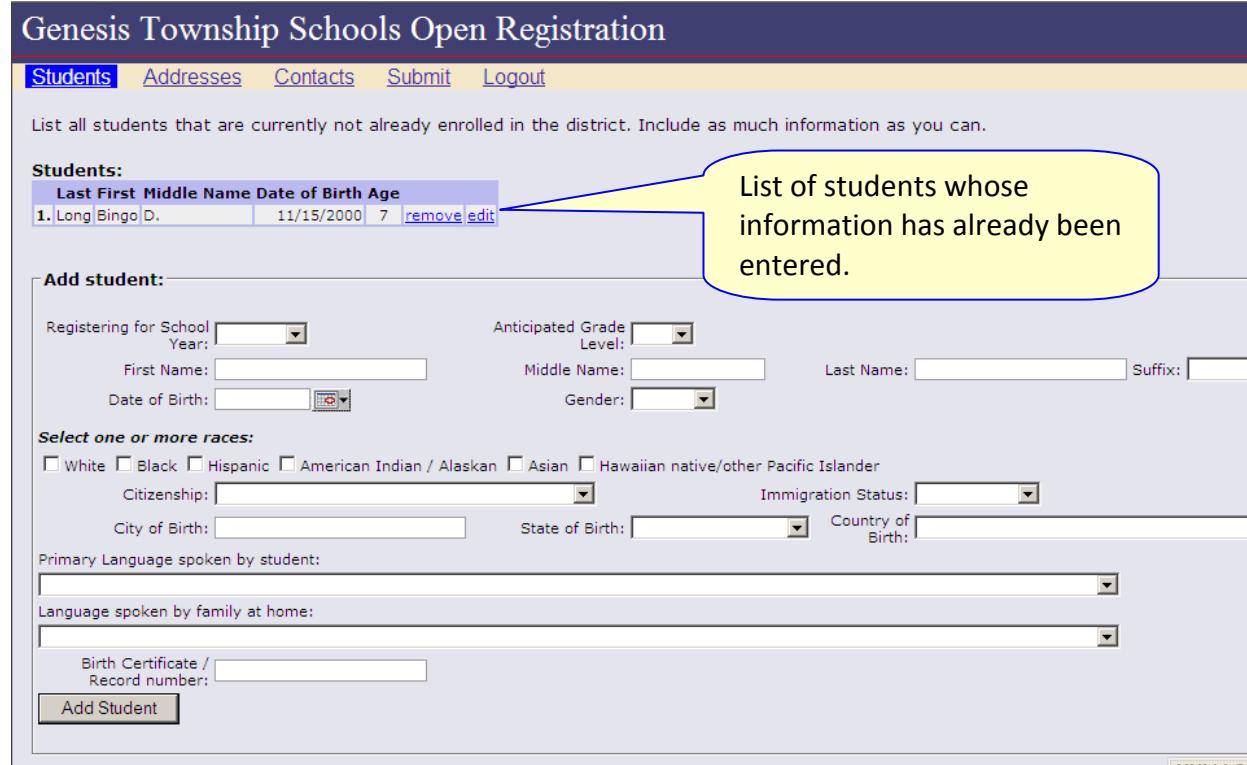


Figure 2 – The Open Registration “Students” screen collects information on one or more students

A parent or guardian uses the Students screen to enter information about one student at a time. When the parent/guardian clicks the Add Student button, the student’s information is packaged up, the student is listed on the upper right part of the screen (see above) and the fields are cleared so information can be entered for an additional student.

There is no limit to how many students can be entered in a single “open registration” action.

When the parent or guardian is finished entering students, they must click the “Addresses” tab to move to the next screen.

The Addresses Screen

The second active screen the parent or guardian encounters is the “Addresses” screen. This screen is used to collect Address information that applies to **all** of the students entered on the Students tab.

The parent/guardian **must** enter a Legal Residence address. Following that, they **can** enter as many addresses as they need or want to, including work addresses, emergency addresses, doctors addresses, etc. All addresses are associated with every student entered on the Students tab.

Genesis Township Schools Open Registration

Students Addresses Contacts Submit Logout

List all addresses that you would like mail from the district sent to. A **Legal Residence** must be entered.

Addresses:

Name	#	Street	City	State Zip	Type
1. Moodra Long	243	FAIRVIEW AVE	Pequannock NJ	08821	Legal Residence

Add address:

Type of Address: Other Parent

Mailing Name: For example: Mr. and Mrs....

House #: Override:

Apartment #: Name of Apartment Complex:

Address Lot Code: Address Block Code:

City: State: New Jersey Zip:

County: Atlantic

Renting Expires

Relationship to Student:

Type of housing:

Residency:

Add Address

List of addresses already entered.

Figure 3 – The Addresses screen allows parents/guardians to enter as many addresses as they need to

A parent or guardian uses the Addresses screen to enter information about one student at a time. When the parent/guardian clicks the Add Address button, the address information is packaged up and added to the list on the upper right part of the screen; the fields are cleared so information can be entered for an additional address.

There is no limit to how many addresses can be entered in a single “open registration” action – but every address is associated with each of the students.

When the parent or guardian is finished entering addresses, they must click the “Contacts” tab to move to the next screen.

The Contacts Screen

The third and final active screen the parent or guardian encounters is the “Contacts” screen. This screen is used to collect Contact information that applies to ***all*** of the students entered on the Students tab. Contact information includes phone numbers – both land lines and cell numbers – as well as pager numbers and email addresses.

The parent/guardian **must** enter a Home telephone – whether or not the “Home” phone is an actual landline to the home or a mother’s or father’s cell phone. Following the definition of a Home phone, they **can** enter as many contacts as they need or want to. All the entered contacts are associated with LR address for every student entered on the Students tab.

Figure 4 – The Open Registration Contacts screen allows parents/guardians to enter contact information

When the parent/guardian is finished submitting Contact information, they must click on the “Submit” tab. This brings up “Submit” screen.

To complete the Open Registration process, the parent/guardian clicks the “Submit” button.

Genesis Township Schools Open Registration

Students Addresses Contacts Submit Logout

Print the PDF below and take it with you.

1 / 1

Find

Genesis Township Schools Open Registration

DE96D3H7BG

Summary of Students

#	Last Name	Middle	First	Date of Birth
1	Long	D	Bingo	10/23/2000

Summary of Addresses

Legal Residence

Moodra Long
243 FAIRVIEW AVE
Pequannock, NJ 08821

Summary of Contacts

#	Type	Address	Name	Number	Ext.	E-Mail
1	Home Telephone	LR	Moodra Long	000-555-9191		

Figure 5 – Users can print a receipt to take with them to the actual Registration in-person visit

The an Open Registration “receipt” is displayed. The parent/guardian is instructed to print this ticket out so that they can take it with them to the actual registration visit.

C. What the Registrar Sees – The Internal “Open Registration” Process

When a parent/guardian arrives in the school or district office for the actual “registration visit”, the registrar uses the **Registration→Open Registration** screen to bring up the information that the parent/guardian has previously entered. This information is then used to partially populate the standard Genesis **Registration→New Student** or **Registration→Pre-Registration** screens.

The screenshot shows a web-based application interface for managing student registration. At the top, there is a navigation bar with links: Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, and Next ... Below this is a secondary navigation bar with links: New Student, Pre-Register, Open Reg., Transfer In District, Withdrawal From District, Re-entry, Homebound, Summer School, and Reports. A dropdown menu labeled "Registration.Open Registration.Search" is open. Below these bars is a search form with fields for "Enter barcode id:" and "Family Last Name:", both with "(Blank for all)" placeholder text. There is also a "Search" button. The main area displays a table of student records:

Last	First	Reg ID	DOB	LR	School Year	Grade	Date	PreReg	Reg	Delete
Smith	Louise	5	01/14/2003	213 FAIRVIEW AVE	2008-09	K	04/02/2008			
Dolan	Amanda	3	02/20/2003	21 12TH ST	2008-09	K	02/26/2008			
Dolan	Kristina	3	02/20/2003	21 12TH ST	2008-09		02/26/2008			
Jones	William	4	03/18/1992	302 DARBY LA	2008-09	10	03/17/2008			
Jones	Brianna	4	03/24/1994	302 DARBY LA	2008-09	08	03/17/2008			
Johnson	Adam	2	05/05/1991	6 MABEL ST	2007-08	11	02/22/2008			
Russak	Jan	6	11/08/1994	293 ANGELA CT	2007-08	09	04/11/2008			
Zinn	Chris	7		75 CAMBRIDGE ST	2008-09		10/22/2008			

Figure 2 – **Registration→Open Registration** screen illustrating a list of students

II. Using Open Registration: The In Person Visit and The Registration→Open Reg Screen

Figure 6 – Registration→Open Registration screen

Searching for Registration Packets on the Open Reg Screen

1. Go to the **Registration→Open Reg** screen. Initially this screen will be blank.
2. There are three options:
 - a. Do not enter any information – this will bring up ***all*** registration packets
 - b. Enter the last name of the student – this will bring up all packets which exactly match the entered name.
 - c. Enter the barcode printed on the parent or guardian's "Open Registration Receipt". This will bring up all the students that were included in their "open registration" action.
3. Enter information – or not – and click "Search". This will bring up all matching registration packets:

Figure 2 – Registration→Open Registration screen illustrating a list of students

Once a search has been done, the **Registration→Open Registration** screen should contain a list of one or more Registration packets. Each packet contains information for ***one student***. If a parent entered information for, say, 3 children, there will be three separate packets listed on this screen, one for each student.

The registrar will use the separate packets to register each child – separately.

Three options exist for each student's "registration packet":

PreReg	Reg	Delete

- - Pre-Register a Student for Next Year (e.g. 2009-2010)
- - Register the Student for this School Year (e.g. 2008-09)
- - Delete the Registration Packet

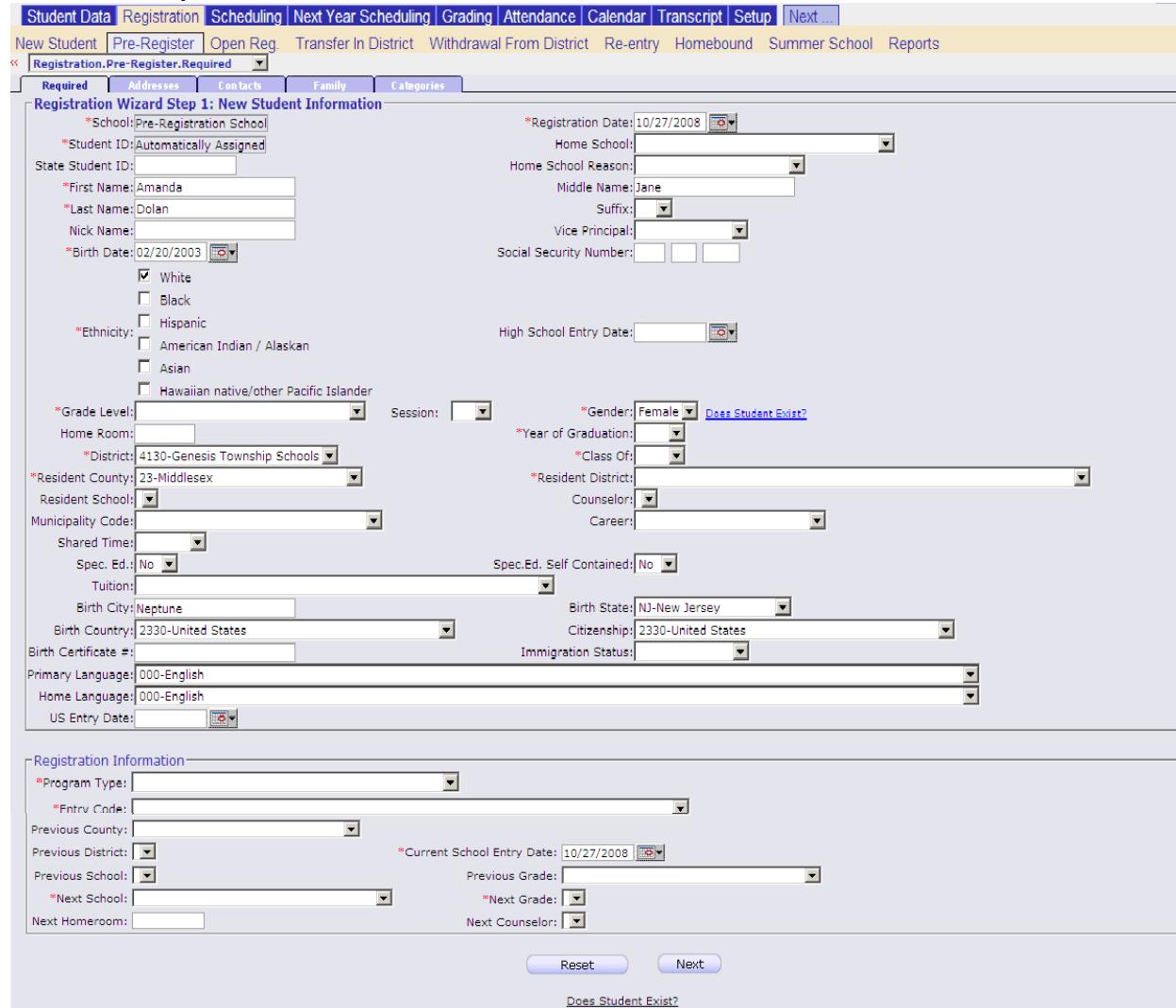
If the following error appears when registering or pre-registering a student via Open Registration, contact your Genesis support person:



Pre-Register a Student for Next Year

1. Select a record and click the  icon corresponding to the packet. This brings up the standard Registration → Pre-Registration → Required screen pre-populated with all of the information in the open registration packet.

Screen 1: Required



The screenshot displays the 'Pre-Registration Required' screen in the Genesis Student Information System. The interface is a web-based form with various input fields and dropdown menus. Key fields include:

- Personal Information:** First Name (Amanda), Last Name (Dolan), Nick Name (), Birth Date (02/20/2003), Ethnicity (White checked, Black, Hispanic, Asian, Hawaiian native/other Pacific Islander), Gender (Female), Social Security Number (partial).
- Address and Contact:** Home Room (), District (4130-Genesis Township Schools), Resident County (23-Middlesex), Resident School (), Municipality Code (), Shared Time (), Tuition (), Birth City (Neptune), Birth Country (2330-United States), Birth Certificate # (), Primary Language (000-English), Home Language (000-English), US Entry Date ().
- Education History:** Grade Level (), Session (), Year of Graduation (), Class Of (), Resident District (), Counselor (), Career (), Birth State (NJ-New Jersey), Citizenship (2330-United States), Immigration Status ().
- Program and Previous School:** Program Type (), Enrrv Code (), Previous County (), Previous District (), Previous School (), Next School (), Current School Entry Date (10/27/2008), Previous Grade (), Next Grade (), Next Homeroom (), Next Counselor ().

At the bottom of the screen is a 'Does Student Exist?' button.

Figure 7 – The Pre-Registration “Required” screen with the student’s information from the Open Registration packet pre-loaded into the screen

Testing to Determine if the Student Exists

- a) Locate the [Does Student Exist?](#) button at the bottom of the screen and click it. This attempts to determine if this student is already registered in the district. If similar information is not located, the following message is displayed:



- b) Click the OK button to continue.
2. Complete the required information on this page - All required fields, identified by a red asterisk ('*'), must be filled in, including:
- **Grade Level** – Grade student will enter *next year*.
 - **Year of Graduation** – Expected year this student will graduate high school
 - **Class Of** – Initially this should be the same year as the Year of Graduation. However, if a student has already enrolled in high school, and has fallen behind their initial class, then the Class Of field should be set to their actual entering ‘class of’. This determines both state-dictated graduation requirements as well as athletic eligibility.
 - **Resident District** - Student’s resident district.
 - **Program Type** – State program type code.
 - **Entry Code** – State entry code.
 - **Next School** – School student will attend ***next year*** when they actually enter the district.
 - **Next Grade** – Grade level the student will be next year.
3. When all required information has been filled in, click the **Next** button. As with the normal Registration process, the next screen is the “Addresses” screen. This is displayed containing the information that was contained in the Open Registration packet.

4. Vetting and Adding Addresses

Screen II: Addresses

On the Addresses screen the list of pre-entered addresses appears at the upper left of the screen.

The screenshot shows the 'Pre-Register' screen with the 'Addresses' tab selected. At the top, there is a navigation bar with links like 'Student Data', 'Registration', 'Scheduling', etc., and a 'Next ...' button. Below the navigation bar, there is a sub-navigation menu with items like 'New Student', 'Pre-Register', 'Open Reg.', etc. The main area has tabs for 'Required', 'Addresses', 'Contacts', 'Family', and 'Categories'. Under the 'Addresses' tab, there is a table with columns: Name, #, Street, City, State Zip, and Type. One row is visible: '1. Mr. N. Smith | 213 FAIRVIEW AVE | Basking Ridge, NJ | Legal Residence | '. A callout bubble points to this row with the text: 'List of addresses in the “Open Reg” packet for this student. Click the icon to populate the Address fields below.' Below the table, there is a section titled 'Registration Wizard Step 2: Addresses (You Must Enter a Legal Residence)'. It contains various input fields for address information, such as 'Mailing Name', 'Street Number', 'Street Name', 'City', 'Zip Code', 'Resident Housing Type', and 'Address Lot Code'. There are also dropdown menus for 'Relationship', 'Rental Expiration', 'Street Name', 'Mailing Line 2', 'Apartment Complex', 'State', 'County', 'Residency Code', 'Address Block Code', and 'Address Affidavit Renewal'. At the bottom, there are several checkboxes for 'Copy of Attendance', 'Copy of Discipline', 'Copy of Schedules', 'Copy of Report Card', and 'Copy of General Info'. A 'Save and Add New Address' button is located at the bottom left, and 'Reset', 'Back', and 'Next' buttons are at the bottom right.

Figure 8 – The Pre-Registration Addresses screen – note the list of Addresses at the upper left

The addresses listed at the upper left can be selectively added to the student's record:

- Review the list of addresses and click the icon for the address you wish to add to the student's record. This will populate the Address fields below with the information for the stored address.
- Review the information for the selected address (which now populates the fields on the screen). Make sure that the required address fields are completed:
 - Mailing Name
 - Relationship (e.g. Mother)
 - Street Number
 - Street Name
 - Mailing Line 1 (this should be automatically generated from the above two fields).
- Review additional fields.
- Check the “Send to” checkboxes for all types of mailings to be sent to this address.
CAVEAT: If this is the Legal Residence address, all checkboxes should be checked.
- Click the **Save and Add New Address** button to store the Address in the new student's record.
- Repeat steps a) to e) to incorporate additional addresses into the student's record.
- Add any additional addresses the parent/guardian wishes to add.

Figure 9 – The Pre-Registration Addresses screen is populated when the address “edit” icon is clicked

When the icon button is clicked, the fields in the Address form are populated from the pre-entered address. This address is not stored in the new student’s record until the **Save and Add New Address** button is clicked.

The registrar may additionally add new address information that was **not** pre-entered by the parent/guardian. To add a brand new address on this screen, do the following:

- a) Enter the information for the address into the required fields:
 - Mailing Name
 - Relationship (e.g. Mother)
 - Street Number
 - Street Name
 - Mailing Line 1 (this should be automatically generated from the above two fields).
 - b) Add information, if available, into the additional fields.
 - c) Check the “Send to” checkboxes for all types of mailings to be sent to this address.
 - d) Click the **Save and Add New Address** button to store the Address in the new student’s record.
5. When you are ready to continue and proceed to the Contacts screen, click the button at the bottom of the Addresses screen.

6. Vetting and Adding Contacts

Screen III: Contacts

The final required step in the New Student or Pre-Registration action is to process the “Contacts” information that are included in the “Open Registration” packet.

The screenshot shows the 'Pre-Register' screen with the 'Contacts' tab selected. At the top, there is a navigation bar with links like 'Student Data', 'Registration', 'Scheduling', etc. Below the navigation bar, there is a sub-navigation menu with items such as 'New Student', 'Pre-Register', 'Open Reg.', 'Transfer In District', 'Withdrawal From District', 'Re-enroll', 'Homebound', 'Summer School', and 'Reports'. The main content area has tabs for 'Required', 'Addresses', 'Contacts', 'Family', and 'Categories'. Under the 'Contacts' tab, there is a table with columns 'Name', 'Number', 'Address', and 'Contact Type'. One row is visible, showing '1. Felicia Dolan' with the number '222-222-2222', address 'Legal Residence', and contact type 'Home Telephone'. To the right of this table, a callout bubble contains the text: 'List of contacts in the "Open Reg" packet for this student.' and 'Click the icon to populate the Contact fields below.' Below the table, there is a section titled 'Registration Wizard Step 3: Contacts (You Must Enter a Home Contact for LR)'. This section includes fields for 'Contact Belongs To Address Type' (set to 'Legal Residence'), 'Contact Name' (with a required asterisk), 'Type' (set to 'Home Telephone'), 'Phone Number' (format: [area code] - [exchange] - [number]), 'Ext.', 'Res.', 'Provider' (dropdown menu), 'Emerg. Broadcast' (checkbox), and 'EMail Address'. At the bottom of this section is a 'Save and Add New Contact' button. At the very bottom of the page are 'Back', 'Next', and 'Register Student' buttons.

Figure 10 –The Pre-Registration Contacts screen is populated when the address “edit” icon is clicked

The contacts listed at the upper left can be selectively added to the student’s record:

- a) Review the list of contacts and click the icon for the contact you wish to add to the student’s record. This will populate the Contact fields below with the information for the stored contact.
- b) Review the information for the selected contact (which now populates the fields on the screen). Make sure that the required Contact Name field is completed, along with one of the “contact types”:
 - Phone Number – If this is a Cell Phone number, the “Provider” field should also be filled in if at all possible (this enables text messaging).
 - Email Address
- c) Review additional fields.
- d) Click the **Save and Add New Contact** button to store the Contact in the new student’s record.
- e) Repeat steps a) to d) to incorporate additional contacts into the student’s record.
- f) Add any additional addresses the parent/guardian wishes to add.

7. When you are done processing Contacts for the new student you are ready to register the student – OR you can proceed to the remaining, optional, screens (“Categories” and “Family”). To continue and proceed to the Family screen, click the **Next** button. To register the student now, click the **Register Student** button.

When the button is clicked, a verification dialog is displayed (see below):



8. Click OK to dismiss the dialog box and complete the registration action.

9. Additional Registration Screens

Screen IV (optional): Family Information

Figure 11 – The New Student/Pre-Registration Family Screen

The Family Screen

This screen will not have been pre-populated with information. It is used to capture both a family code and any custody information that applies to the student being registered.

10. When you are done with the Family screen you can again choose to either register the student or proceed to the optional Categories screen. To continue, click the **Next button. To register the student now, click the **Register Student** button.**

Screen V (optional): Categories – assorted Student Information

Figure 12 – The New Student/Pre-Registration Categories Screen

The Categories Screen

This screen will not have been pre-populated with information. It is used to capture “categorization” information about the student being registered, including the following:

- 504 Categorization
- AVID Student
- Gifted and Talented program
- Academically Independent Program
- ESL/LEP status
- Free or Reduced Lunch

11. When you are done with the Categories screen click the  button to register the student.

Register a New Student for the Current School Year

This is almost exactly the same operation as pre-registering a student for next year. The primary differences are:

- Next School/Next Grade is not required at the time of registration (though should be filled in if available).
- The student must also be placed into a homeroom or given a schedule.

1. Select a record and click the  icon corresponding to the packet. This brings up the standard **Registration→New Student→Required** screen pre-populated with all of the information in the open registration packet.

Screen 1: Required

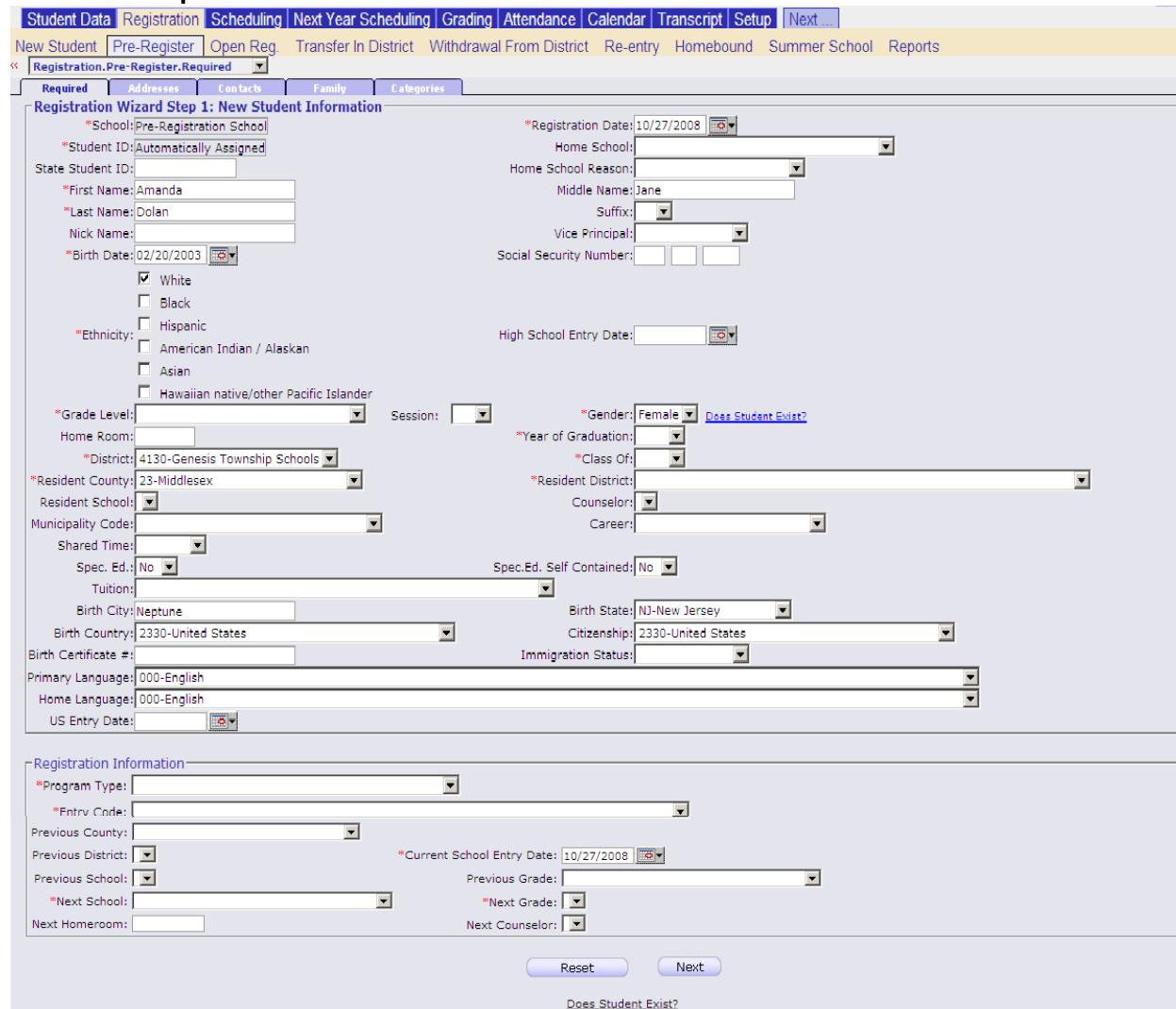


Figure 13 – The New Student “Required” screen with the student’s information from the Open Registration packet pre-loaded into the screen

Testing to Determine if the Student Exists

- a) Locate the [Does Student Exist?](#) button at the bottom of the screen and click it. This attempts to determine if this student is already registered in the district. If similar information is not located, the following message is displayed:



- b) Click the OK button to continue.
2. Complete the required information on this page - All required fields, identified by a red asterisk ('*'), must be filled in, including:
 - **Grade Level** – Grade student will enter *next year*.
 - **Year of Graduation** – Expected year this student will graduate high school
 - **Class Of** – Initially this should be the same year as the Year of Graduation. However, if a student has already enrolled in high school, and has fallen behind their initial class, then the Class Of field should be set to their actual entering 'class of'. This determines both state-dictated graduation requirements as well as athletic eligibility.
 - **Resident District** - Student's resident district.
 - **Program Type** – State program type code.
 - **Entry Code** – State entry code.

Optional but always a good idea to enter:

- **Next School** – School student will attend *next year* when they actually enter the district.
 - **Next Grade** – Grade level the student will be next year.
3. When all required information has been filled in, click the button. As with the normal Registration process, the next screen is the "Addresses" screen. This is displayed containing the information that was contained in the Open Registration packet.

4. Vetting and Adding Addresses

Screen II: Addresses

On the Addresses screen the list of pre-entered addresses appears at the upper left of the screen.

Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | Homebound | Summer School | Report

Registration.Pre-Register.Addresses

Name	#	Street	City	State	Zip	Type
1. Mr. N. Smith		213 FAIRVIEW AVE	Basking Ridge	NJ		Legal Residence

Registration Wizard Step 2: Addresses (You Must Enter a Legal Residence)

Type of Address: Other Parent

*Mailing Name: _____

Renting: _____

*Street Number: _____

*Mailing Line 1: _____

Apartment Number: _____

City: Basking Ridge

Zip Code: _____ New Zipcode _____

Resident Housing Type: _____

Address Lot Code: _____

*Relationship: _____

Rental Expiration: _____

*Street Name: _____ Override: _____

Mailing Line 2: _____

Apartment Complex: _____

State: NJ-New Jersey

County: _____

Residency Code: _____

Address Block Code: _____

Address Affidavit Renewal: _____

Copy of Attendance: Copy of Schedules: Copy of Report Card:

Copy of Discipline: Copy of General Info:

Save and Add New Address

Reset | Back | Next

Figure 14 – The Pre-Registration Addresses screen – note the list of Addresses at the upper left

The addresses listed at the upper left can be selectively added to the student's record:

- h) Review the list of addresses and click the  icon for the address you wish to add to the student's record. This will populate the Address fields below with the information for the stored address.
- i) Review the information for the selected address (which now populates the fields on the screen). Make sure that the required address fields are completed:
 - Mailing Name
 - Relationship (e.g. Mother)
 - Street Number
 - Street Name
 - Mailing Line 1 (this should be automatically generated from the above two fields).
- j) Review additional fields.
- k) Check the "Send to" checkboxes for all types of mailings to be sent to this address.
CAVEAT: If this is the Legal Residence address, all checkboxes should be checked.
- l) Click the **Save and Add New Address** button to store the Address in the new student's record.
- m) Repeat steps a) to e) to incorporate additional addresses into the student's record.
- n) Add any additional addresses the parent/guardian wishes to add.

The screenshot shows the 'Registration Wizard Step 2: Addresses' screen. At the top, there's a navigation bar with tabs: Required, Addresses, Contacts, Family, and Categories. The 'Addresses' tab is selected. Below the tabs, there's a table titled 'Addresses' with columns: Name, #, Street, City, State, Zip, and Type. One row is visible: '1. Mr. N. Smith | 213 FAIRVIEW AVE | Basking Ridge, NJ | Legal Residence | '. The main area is titled 'Registration Wizard Step 2: Addresses (You Must Enter a Legal Residence)'. It contains a form for entering a new address. Fields include: 'Type of Address' (Legal Residence), 'Mailing Name' (Mr. N. Smith), 'Renting' (No), 'Street Number' (213), 'Mailing Line 1' (213 FAIRVIEW AVE), 'Apartment Number' (empty), 'City' (Basking Ridge), 'Zip Code' (empty), 'Resident Housing Type' (Rent/Lease Home), 'Address Lot Code' (empty), 'Relationship' (Mother), 'Rental Expiration' (empty), 'Street Name' (empty), 'Override' (checkbox), 'Apartment Complex' (empty), 'State' (NJ-New Jersey), 'County' (35-Somerset), 'Residency Code' (Resident), 'Address Block Code' (empty), 'Address Affidavit Renewal' (empty), and several checkboxes for mailing preferences: Copy of Attendance, Copy of Discipline, Copy of Schedules, Copy of Report Card, and Copy of General Info. At the bottom are buttons for 'Save and Add New Address', 'Reset', 'Back', and 'Next'.

Figure 15 – The Pre-Registration Addresses screen is populated when the address “edit” icon is clicked

When the icon button is clicked, the fields in the Address form are populated from the pre-entered address. This address is not stored in the new student’s record until the **Save and Add New Address** button is clicked.

The registrar may additionally add new address information that was **not** pre-entered by the parent/guardian. To add a brand new address on this screen, do the following:

- e) Enter the information for the address into the required fields:
 - Mailing Name
 - Relationship (e.g. Mother)
 - Street Number
 - Street Name
 - Mailing Line 1 (this should be automatically generated from the above two fields).
 - f) Add information, if available, into the additional fields.
 - g) Check the “Send to” checkboxes for all types of mailings to be sent to this address.
 - h) Click the **Save and Add New Address** button to store the Address in the new student’s record.
5. When you are ready to continue and proceed to the Contacts screen, click the **Next** button at the bottom of the Addresses screen.

6. Vetting and Adding Contacts

Screen III: Contacts

The final required step in the New Student or Pre-Registration action is to process the “Contacts” information that are included in the “Open Registration” packet.

The screenshot shows the 'Pre-Register' screen with the 'Contacts' tab selected. A callout bubble highlights a contact entry in the list and the edit icon. The contact entry shows a name, number, address, and contact type. Below the list is a form for 'Registration Wizard Step 3: Contacts'. It includes fields for Contact Name, Phone Number, Provider, and Email Address, along with a 'Save and Add New Contact' button.

Name	Number	Address	Contact Type
1. Felicia Dolan	222-222-2222	Legal Residence	Home Telephone

Registration Wizard Step 3: Contacts (You Must Enter a Home Contact for LR)

Contact Belongs To Address Type: Legal Residence

*Contact Name: _____ Type: Home Telephone

Phone Number: _____ - _____ - _____ Ext: _____ Res: _____

Provider: _____ Emerg. Broadcast:

EMail Address: _____

Save and Add New Contact

Figure 16 –The Pre-Registration Contacts screen is populated when the address “edit” icon is clicked

The contacts listed at the upper left can be selectively added to the student’s record:

- g) Review the list of contacts and click the icon for the contact you wish to add to the student’s record. This will populate the Contact fields below with the information for the stored contact.
- h) Review the information for the selected contact (which now populates the fields on the screen). Make sure that the required Contact Name field is completed, along with one of the “contact types”:
 - Phone Number – If this is a Cell Phone number, the “Provider” field should also be filled in if at all possible (this enables text messaging).
 - Email Address
- i) Review additional fields.
- j) Click the **Save and Add New Contact** button to store the Contact in the new student’s record.
- k) Repeat steps a) to d) to incorporate additional contacts into the student’s record.
- l) Add any additional addresses the parent/guardian wishes to add.

7. When you are done processing Contacts for the new student you are ready to register the student – OR you can proceed to the remaining, optional, screens (“Categories” and “Family”). To continue and proceed to the Family screen, click the **Next** button. To register the student now, click the **Register Student** button.

When the button is clicked, a verification dialog is displayed (see below):



8. Click OK to dismiss the dialog box and complete the registration action.

9. Additional Registration Screens

Screen IV (optional): Family Information

Figure 17 – The New Student/Pre-Registration Family Screen

The Family Screen

This screen will not have been pre-populated with information. It is used to capture both a family code and any custody information that applies to the student being registered.

10. When you are done with the Family screen you can again choose to either register the student or proceed to the optional Categories screen. To continue, click the **Next button. To register the student now, click the **Register Student** button.**

Screen V (optional): Categories – assorted Student Information

Figure 18 – The New Student/Pre-Registration Categories Screen

The Categories Screen

This screen will not have been pre-populated with information. It is used to capture “categorization” information about the student being registered, including the following:

- 504 Categorization
- AVID Student
- Gifted and Talented program
- Academically Independent Program
- ESL/LEP status
- Free or Reduced Lunch

11. When you are done with the Categories screen click the  button to register the student.

12. You should now continue to place the student into their homeroom and give them a schedule. Note that students, whether in elementary, middle or high school, will not appear in teacher gradebooks and on course rosters until they have been scheduled into classrooms.