

Preschool Registration Directions – Stage 1

1. Visit the website <https://genesis.collsk12.org/genesis/openReg>. You can also get to this web site from the Preschool Section of the district web site www.collsk12.org.
2. Welcome to Open Registration – it will ask you to click on the picture of something, click on what it asks to continue (See example below).

Welcome to Open Registration



For security purposes; please click on the **Panda Bear** to get started.

[Continue Previous Registration](#)

3. Click on “Add Student”.
4. Fill out the form and then hit the ‘Save Student’ button. *Denotes required fields. Please note:
 - Registering for School Year: Choose 2020-21
 - Anticipated Grade Level (for preschool families): If your child will be 3 by October 1, 2020, you will choose 3F and if your child is or will be 4 by October 1, 2020, you will choose 4F. If your student is continuing from another district or entering Kindergarten, select the grade they are scheduled to enter.
 - Enter name, ethnicity, gender, birth, and citizenship information.
 - Date First Enrolled in US School: Most will leave this blank.
 - Date of First Entry to US: Important if you were not born in the U.S.
 - Enter language information
 - Military Connected Indicator: Please choose best option
 - Provide Insurance Information. If you do not have insurance, please indicate permission to share your information with NJ Family Care.
 - The next several indicators are permissions you grant (or not) to the school district.
 - Permission to bill SEMI: Certain special education services provided in schools can be billed to the Special Education Medicaid Initiative (SEMI); choosing YES allows us to recoup costs from the US Department of Education.
 - Review Parent Pledge Document – Please initial in box to acknowledge receipt.
 - Internet Access Document (PS-5 or 6-12) - Please initial in box to acknowledge receipt; also, please print this out to either upload on upload screen (you will see this after you save student’s/students’ primary information) or bring to registrar during your appointment.

- Proof of Domicile Document – Please initial in box to acknowledge receipt; also, please print out and bring to registrar during your appointment.
 - Home Language Survey – Please initial in box to acknowledge receipt; also, please print out and bring to registrar during your appointment.
 - Parent Authorization for Release of Records – Please print out and bring to registrar (ONLY NECESSARY IF TRANSFERRING FROM ANOTHER DISTRICT; will rarely be used for preschool registration).
 - Medical Forms – Please download and have completed – Please either upload on upload screen or bring to registrar during your appointment.
 - Military Opt Out (HIGH SCHOOL ONLY) – for preschool registration, do not complete.
 - Student Cell Phone Information (MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS) – for preschool registration, do not complete.
5. Click “Save Student.” Enter additional students by clicking “Add Another Student” prior to clicking ‘Advance to the Next Screen’.
 6. A Legal Residence must be entered. Click on ‘Add Primary Address and Primary Parent/Guardian’. After filling out the required fields, hit ‘Save Primary Contact Information’.
 7. If you want to add additional parents/guardians, click on ‘Add Additional Parent/Guardian. Then you will move on to enter emergency contacts. After you enter all of the information, you will click on ‘Advance to Next Screen’.
 8. The next screen will allow you to upload documents, if you choose so, it is not required. Click on ‘Advance to Next Screen.’
 9. Review and submit your information. Edit information if necessary. If you would like a confirmation to be sent to your email, type in your email and create a password. Click ‘Submit Registration Information’.
 10. You may print the PDF for your own records.

Once you submit your information, you will be contacted by the registrar's office to schedule a follow-up appointment once the coronavirus closure ends.