
Online Registration

Click here to access the [Randolph Township Schools District Registration](#) website.

To complete the registration for each student, you will need:

- Key student information (e.g., name, date of birth, address, etc.)
- Proof of residency (requirements are outlined on the website and at the end of this document)
- Universal Child Health Record, including a current immunization record and a physical completed within 365 days of school entrance
- Original Birth Certificate
- Custody documents (if applicable)
- Student Records Release (if applicable)

Click the requested picture to begin registration. If returning to make updates to a previous registration session, click the green bar.

Welcome to Randolph Township Schools Registration



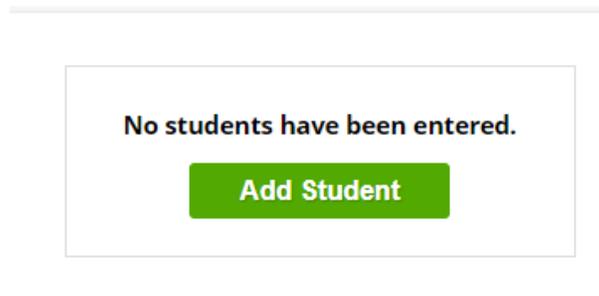
For security purposes; please click on the **Dog** for a new registration.

[Or Click Here To Continue Previous Registration](#)

Register Students tab

The landing page displays a link to the instructions and other documents that will need to be completed offline and uploaded at a later stage of the registration.

To get started with a new registration, select the “Add Student” Button.



For each student, a series of questions will populate that must be answered.

Repeat this process for any additional students in the same family with selections on the next screen.

Select “Add Another Student” to add additional students, or “Advance to Next Screen” to continue with registration.

Add Another Student

If you have entered all of your students, then click the 'Next Screen' button below

Advance to Next Screen

Contacts and Addresses tab

The Contacts and Addresses tab is where the student address, as well as parent/guardian information will be entered. To start, select “Add Primary Address and Primary Parent/Guardian.”

**PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN
REQUIRED***

Add Primary Address and Primary Parent/Guardian

Add the student’s information and primary guardian’s information. Once complete, select “Save Primary Contact Information.”

SECTION 1:  ADD THE STUDENT'S PRIMARY ADDRESS	
House # *	<input type="text"/>
Street Name*	<input type="text"/>
Apt #	<input type="text"/>
City*	<input type="text" value="Randolph"/>
State*	<input type="text" value="NJ"/>
Zip*	<input type="text" value="07869"/>
County	<input type="text" value="Morris"/>
SECTION 2:  GUARDIAN AT PRIMARY ADDRESS	
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Relationship to Student*	<input type="text"/>
Primary Phone*	<input type="text"/> Home <input type="text"/>
Additional Phone	<input type="text"/> Home <input type="text"/>
Additional Phone 2	<input type="text"/> Home <input type="text"/>
Primary Email*	<input type="text"/>

To enter an additional parent/guardian, emergency contact, or other contact, select the appropriate button. If all contacts have been entered, select “Advance to Next Screen”.

ENTER ADDITIONAL PARENTS/GUARDIANS

Add Additional Parent/Guardian

ENTER EMERGENCY CONTACTS

Add Additional Emergency Contact

ENTER OTHER CONTACTS

Add Additional Other Contact

Advance to Next Screen

Upload documents for each student. Click “Upload Doc”, choose your file and click “Upload File.” When finished, click “Advance to Next Screen.”

Documents tab

Specific documents are required for admission into Randolph Township Schools. These documents can be scanned and uploaded directly into the registration submission. Registrations cannot be processed unless and until all required documents have been uploaded.

Scans can be completed from any desktop scanner, or mobile devices. To upload from a mobile device, use the following instructions:

Scan from an iPhone

1. Open Notes
2. Click icon on right hand bottom corner (pen/paper)
3. Click the camera icon on the bottom
4. Choose Scan Document
5. Position the document in the viewer and touch the circle button
6. Retake or make any adjustments to the photo
7. Keep Scan

Scan from an Android device

1. Open Google Drive and click the + symbol
2. Under Create New tab, select Scan
3. Place document in view of the camera and click the circle button
4. Click OK and Save or click on the + symbol to scan additional pages
5. Enter file name and Save

DOCUMENTS FOR TRST TEST			
DESCRIPTION	REQUIRED		
Proof of Residency	No		No Document
Birth Certificate	No		No Document
Universal Child Health Record	No		No Document
Student Records Request	No		No Document
Custody Documents	No		No Document

If you have uploaded all of your documents please click the Next Screen button below

Advance to Next Screen

Next to each field, upload the relevant documents.

Proof of Residency-registrants should upload all documents to comply with the district's proof of residency requirements.

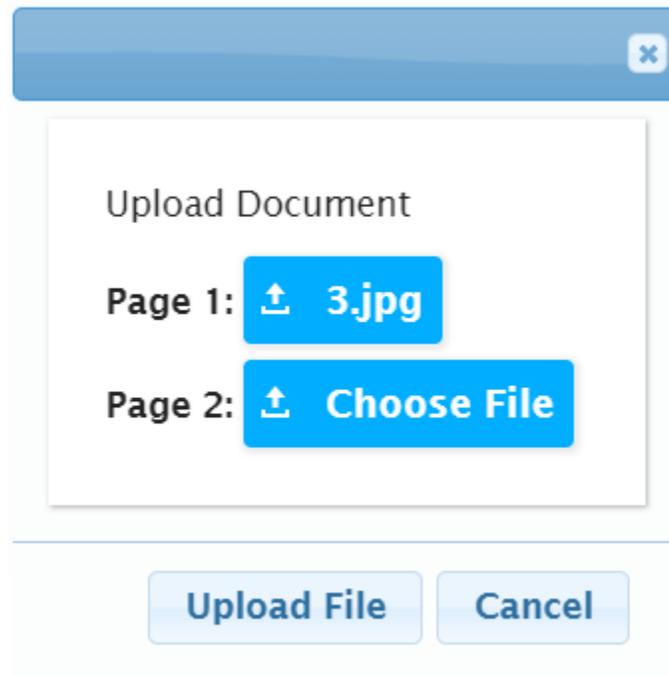
Birth Certificate-a copy of the original birth certificate must be uploaded.

Universal Child Health Record-this document must be uploaded once completed and signed by a medical professional.

Student Records Request-only required for students entering the district from another public school district.

Custody Documents-if there are custody restrictions between parents or guardians, upload copies of relevant documents.

Once the first scanned page has been entered, the user will be able to add additional pages:



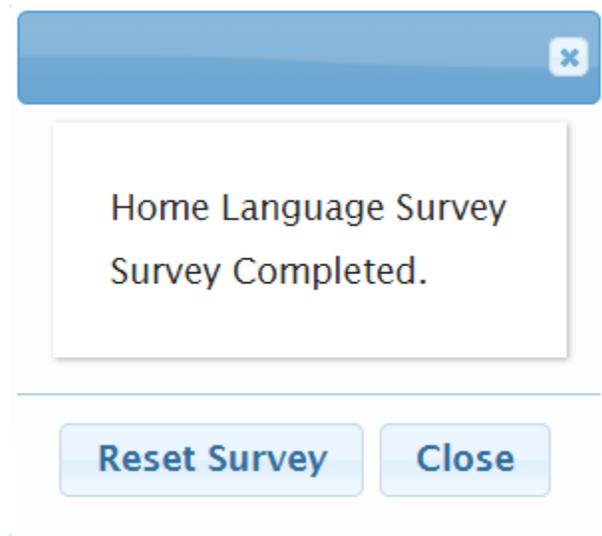
Once all documents have been uploaded, select “Advance to Next Screen.”

Home Language Survey tab

The Home Language Survey must be completed for each to student. To begin, select “Begin Survey.”



Answer each of the questions related to languages spoken at home. Upon completing all the questions, the system will provide a confirmation.

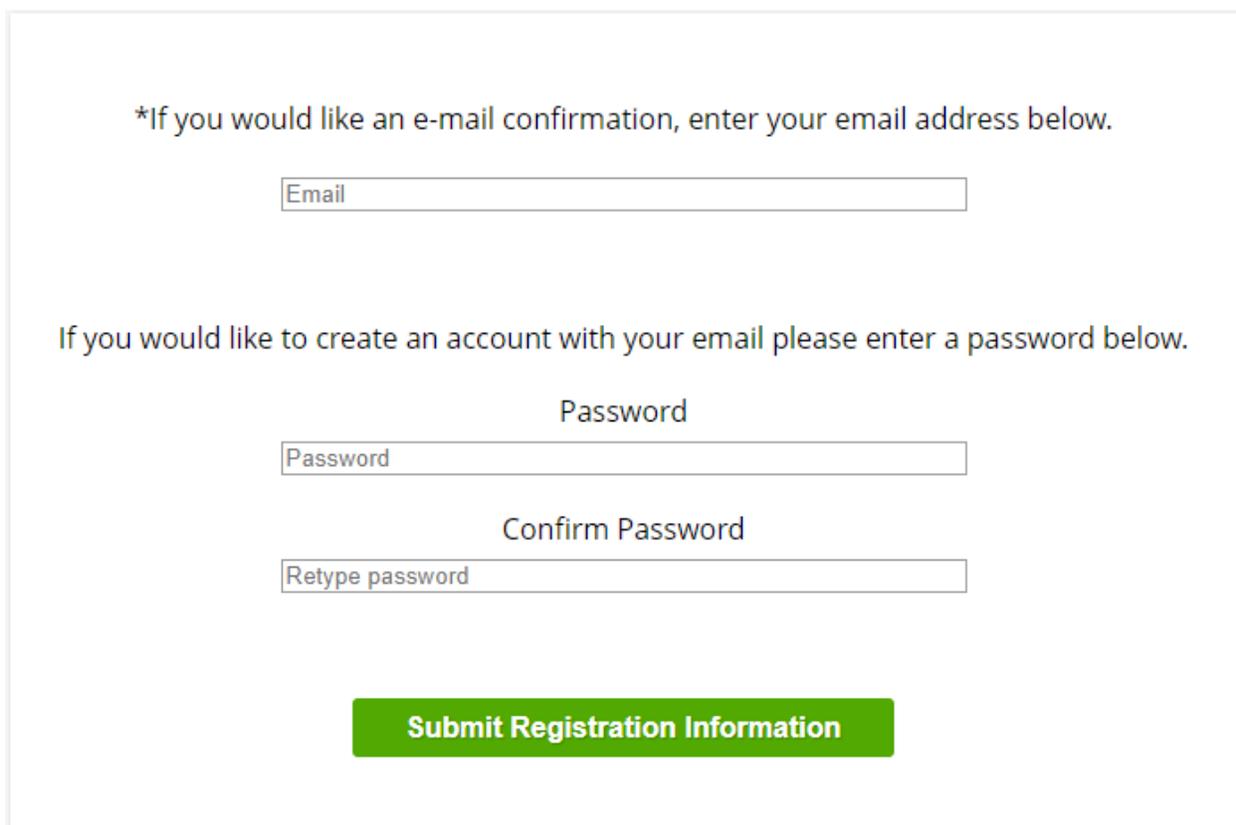


A dialog box with a blue header bar containing a close button (X). The main content area is white and contains the text "Home Language Survey Survey Completed." Below the text are two buttons: "Reset Survey" and "Close".

Select "Advance to Next Screen" to continue.

Review and Submit tab

This tab will detail the information entered on each other tab. If any information is missing, select the "Edit" button for each tab and correct the missing information. If all information has been entered, enter your email address and a password at the bottom so that the registration is accessible once submitted.



*If you would like an e-mail confirmation, enter your email address below.

Email

If you would like to create an account with your email please enter a password below.

Password

Confirm Password

Once ready, select “Submit Registration Information” to send the information to the district.

Submit Registration Information

Once submitted, a PDF version of all information entered will be provided. This may be printed for your records but does **not** need to be sent to the district.

Registrants may access their registration information with their email and password just set up at the original registration link.

If any information is missing or incomplete, a member of our district staff will reach out. Please allow 1-2 days for processing for current year registrations where the student is to begin school immediately, and 2-3 weeks for other registrations.

If there are any questions, please email registration@rtnj.org.