Northern Highlands Regional High School

298 HILLSIDE AVENUE, ALLENDALE, NEW JERSEY 07401

PHONE: 201 327-8700 FAX: 201 327-2161

www.northernhighlands.org

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Assistant Principal of Athletics

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ROBIN KNUTELSKY
Director of Curriculum Instruction & Assessment

CHRISTINE WEGERT
Director of School Counseling

January 18, 2024

Dear Parent(s)/Guardian(s):

Welcome to Northern Highlands!

As a separate High School district, Northern Highlands is mandated to confirm residency for all incoming students, even students who have siblings who currently attend or have attended Northern Highlands. By doing so, this will allow us to be certain that all addresses in our student database are up-to-date and are within our district boundaries.

Therefore, please read carefully and follow the step-by-step included directions to complete the registration process through the Genesis Open Registration Module (Link). The registration process, along with uploading all required documents, should have been completed by December 15, 2023. **If the online registration is not fully completed by Friday, January 26, 2024, you and your student will not have access to Genesis in order to select electives for the 2024-2025 school year.**

This registration process takes approximately 15 minutes. **Information cannot be saved prior to submission, so please have all documents ready to be uploaded prior to starting the online registration. You must be ready to complete the process in one sitting.**

PDF's of the following documents are required for registration. Please only upload the requested documents, please **DO NOT SUBSTITUTE documents** with those which are not listed below. **Substituting documents will only result in an invalid or incomplete registration, delaying the process.**

(a) **Proof of Residency** (PDF of DEED/Current LEASE or a Current TAX BILL from the town)
(b) **Second Proof of Residency** (PDF of Current UTILITY BILL ie. PSE&G, Rockland)
(c) **Copy of Driver's License** (PDF)
(d) **CURRENT Student Physical (PDF)** (Pre-participation Physical Evaluation Form)
**(Administered within the last 365 days and MUST be the complete PPE which MUST include the physician's signature).
(e) **Student Immunization Records Including Hepatitis** (PDF)
(f) **Birth Certificate** (PDF)
(g) **Custody Documents if** (PDF) (If Applicable)
(h) **Eighth Grade Report Card** (PDF) (Quarter 1)
(i) **Student Photo** (JPEG) (Will be used on Student's ID).

If your student will not be attending Northern Highlands, please respond to this email to let us know and, if possible, please include where they plan to attend so that we may maintain accurate records). If you have any questions, please call the Northern Highlands School Counseling Department at 201-327-8700, ext. 509.

Sincerely,

Christine J. Wegert
Director of School Counseling

Directions for Completing the Registration Process

IMPORTANT NOTE PLEASE READ

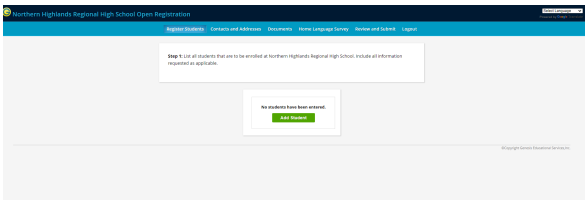
Registration must be completed in one sitting, information cannot be saved. If you stop before you have completed the registration process, you will then have to start over at a later date. Please have all documents ready to be uploaded prior to starting this process, which takes approximately 15 minutes.

To begin, click on the following link: https://genesis.c3.genesisedu.net/nohighlands/openReg

- You will be asked to verify a photo for security purposes.

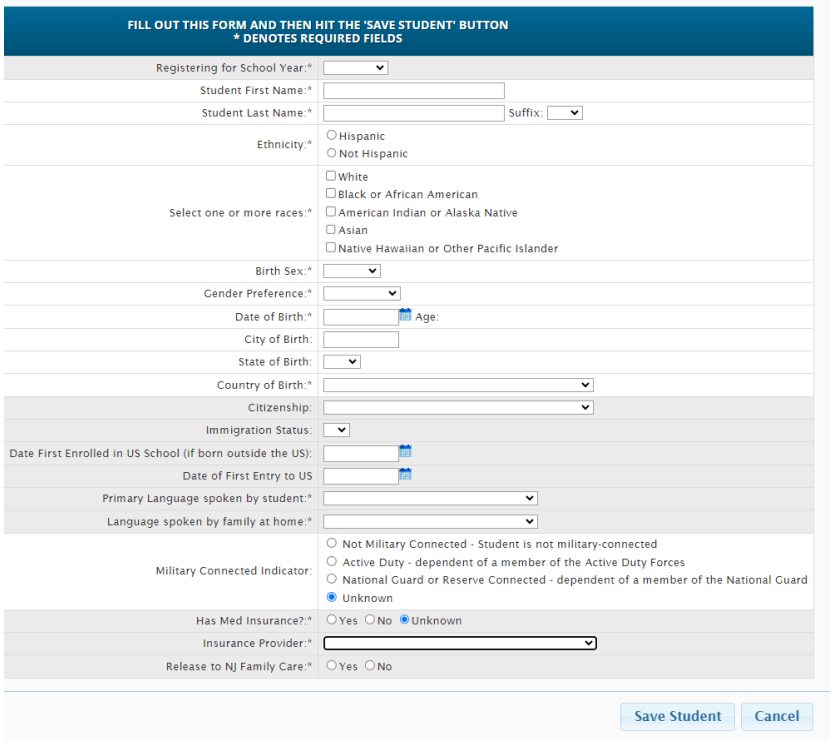
STEP 1: Select Green "Add Student" Button

- You will be prompted to add any student(s) that you will be registering.

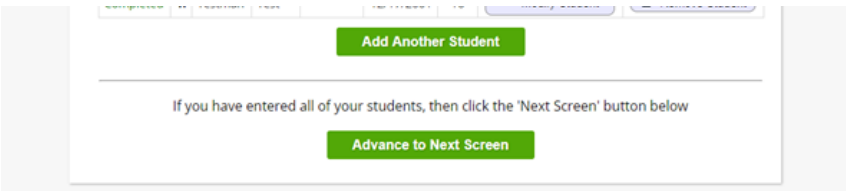


STEP 2: Enter and Submit all Student Information

- Be sure to complete all of the information requested in each field of the "Add Student" window. Please type information with proper use of both capital and lowercase letters, please **DO NOT TYPE IN ALL CAPS**.
- Type the information or select it from the dropdown list where applicable.
- When finished entering all student information, click Save Student.
- NJ Family Care is New Jersey's publicly funded health insurance program. More information.

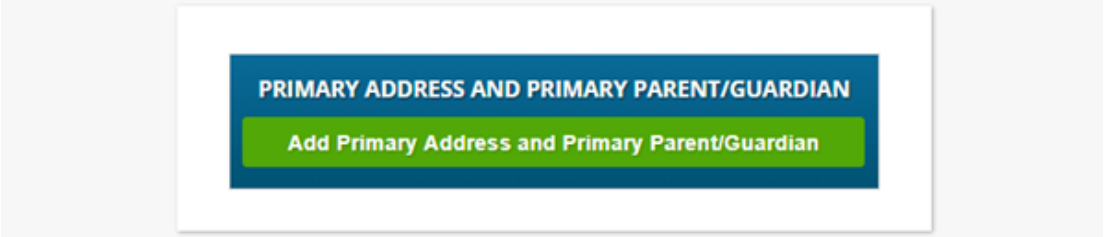


- If you have other students you would like to register, click on the "Add Another Student" button, otherwise click on the "Advance to Next Screen" button.



STEP 3: Enter and Submit Primary Address and Primary Parent/Guardian Information

- Click on the "Add Primary Address and Primary Parent/Guardian" button. Please type information with proper use of both capital and lowercase letters, please **DO NOT TYPE IN ALL CAPS**.

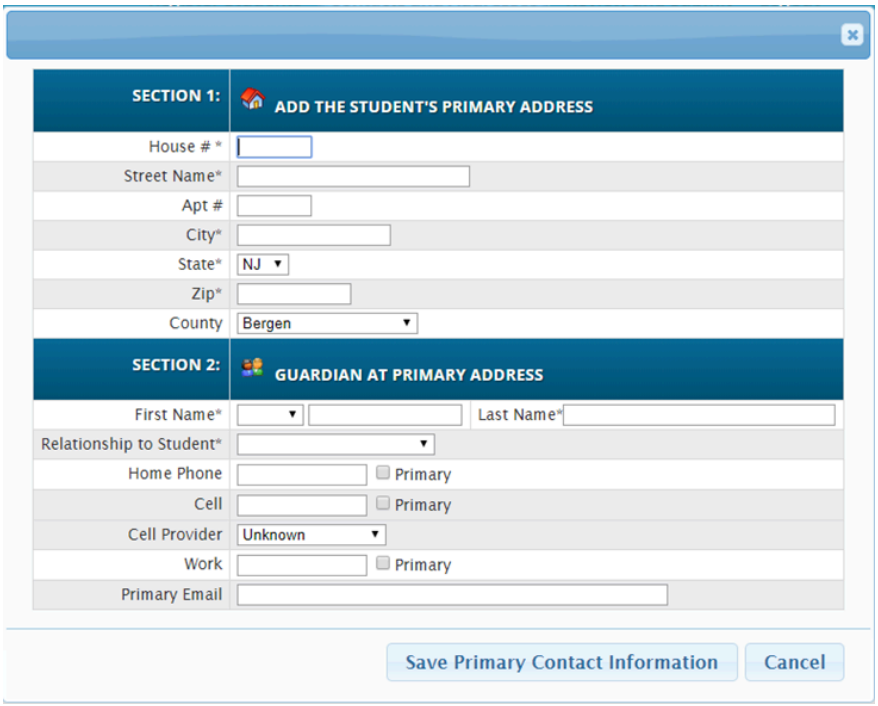


IMPORTANT NOTE PLEASE READ

"Guardian at Primary Address," the guardian entered first will be listed as Guardian 1 in Genesis. Guardian 1's email address will be used as the **username for the family Genesis account. As per school policy, each household has only one Genesis account.** As per school policy, **all email communication from the school will be sent to Guardian 1's email address. Text alerts and voice messages will be sent to Guardian 1's phone number(s).**

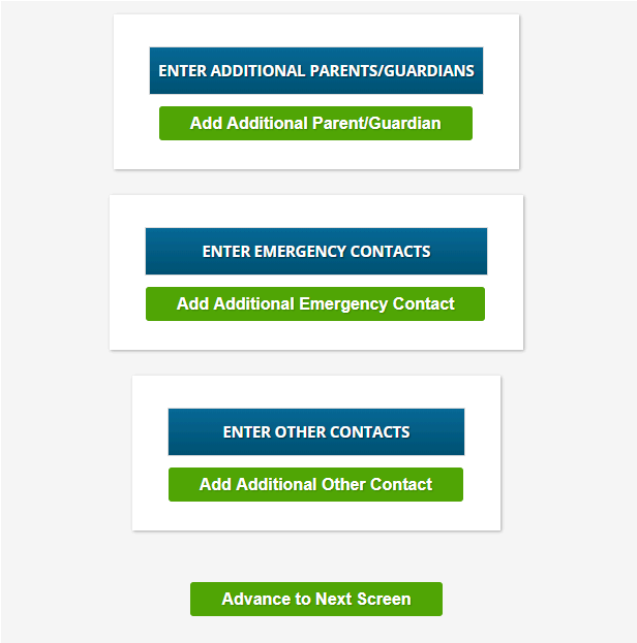
We suggest that guardians in the same household create a separate email address for school communication, for example smithfamily@gmail.com. This email account should then be configured to forward all correspondence to the preferred email addresses of the student's guardians (i.e. their work or personal email). This tends to be useful if multiple guardians wish to receive school emails.

- Complete Section 1: "Student's Primary Address."
- Complete Section 2: ""Guardian at Primary Address."
- When you are finished, click "Save Primary Contact Information".



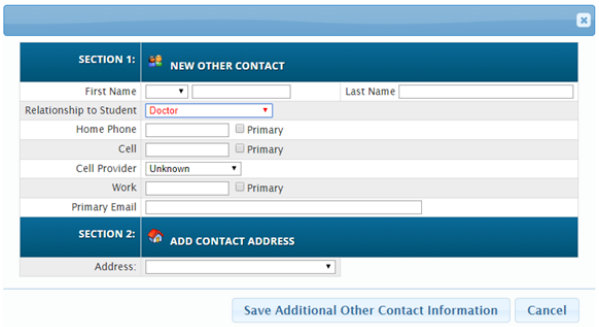
STEP 4: Add and Submit Emergency Contact(s), Additional Contacts, and Doctor Information

- Part A: **Add Additional Parent/Guardian**
  - Select “Add Additional Parent/Guardian” to add a Guardian 2 in Genesis, if applicable.
  - Note: Guardian 2 will not receive any emails and phone alerts from the school. Guardian 2 will not have access to any forms in the parent portal.
  - After entering additional Parent/Guardian, click “Save Contact Information.”



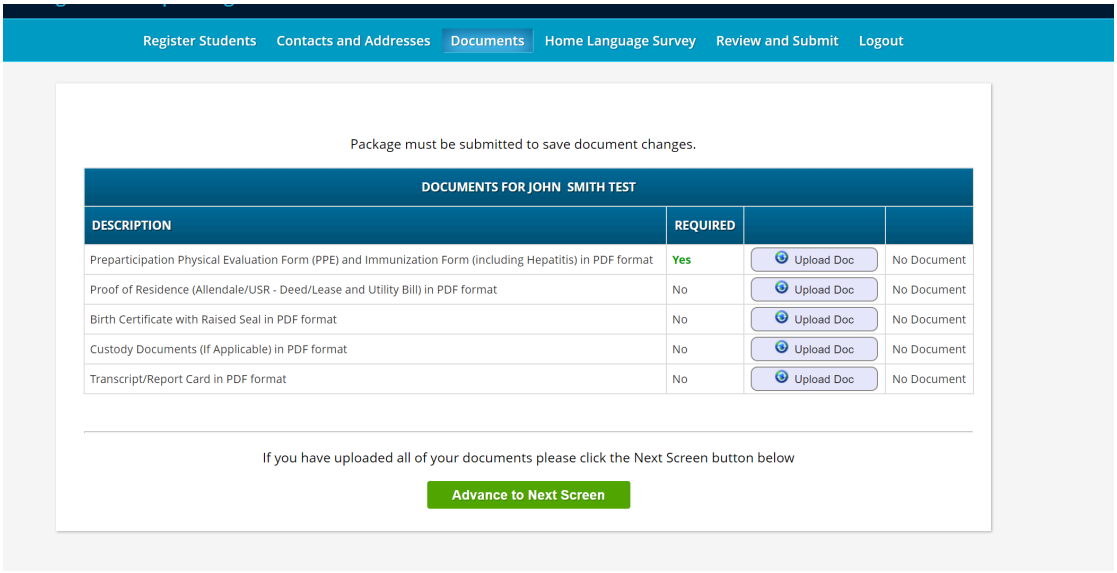
- Part B: **Add Additional Emergency Contact**
  - Select “Add Additional Emergency Contact.”
  - Add **THREE Emergency Contacts**. Please include two phone numbers for each contact with one being a cell phone.
  - Note: Students are not permitted to leave school with anyone other than a parent/guardian or an emergency contact.
  - After entering each new emergency contact, click “Save Contact Information.”
  - To add another individual, click “Add Another Contact.”

- Part C: **Add Doctor Information**
  - Select “Add Additional Other Contact” to enter doctor information.
  - Choose “Doctor” as the “Relationship to Student”. Enter the remaining information, then click “Save Additional Other Contact Information.”

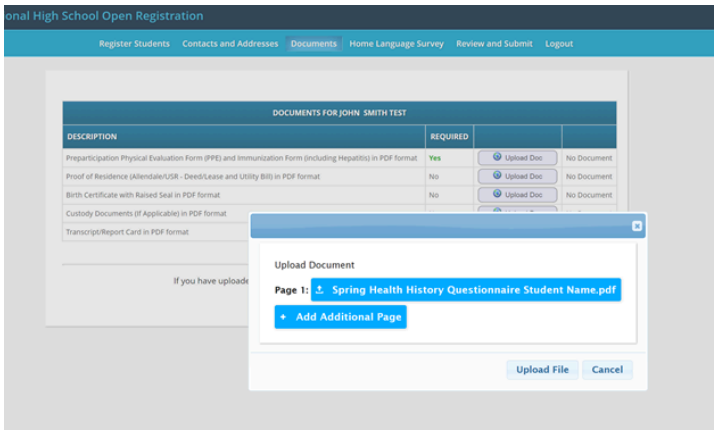


- Part D: Once you have entered and saved the information for Parts A, B and C, then select “Advance to Next Screen.”

STEP 5: Upload Documents

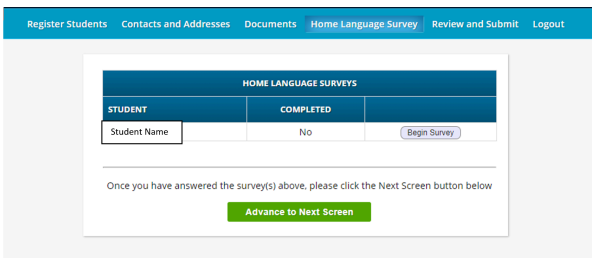


- PDF's of the following documents are required for registration. Please only upload the requested documents, please DO NOT SUBSTITUTE documents with those which are not listed below. Substituting documents will only result in an invalid or incomplete registration, delaying the process. Select "Upload Doc," then select the file you want to upload and select "Open," finally select "Upload File." Repeat for each of the following documents. PDF's of the following documents are required for registration.



  a. **Proof of Residency** (PDF of DEED/Current LEASE or a Current TAX BILL from the town)
  b. **Second Proof of Residency** (PDF of Current UTILITY BILL ie. PSE&G, Rockland)
  c. **Copy of Driver's License** (PDF)
  d. **CURRENT Student Physical (PDF)** (Pre-participation Physical Evaluation Form) **(Administered within the last 365 days and MUST be the complete PPE which MUST include the physician's signature).
  e. **Student Immunization Records Including Hepatitis** (PDF)
  f. **Birth Certificate** (PDF)
  g. **Custody Documents** (PDF) (If Applicable)
  h. **Eighth Grade Report Card** (PDF) (Quarter 1)
  i. **Student Photo** (JPEG) (Will be used on Student's ID).

- Once you have uploaded and saved the documents, then select "Advance to Next Screen."

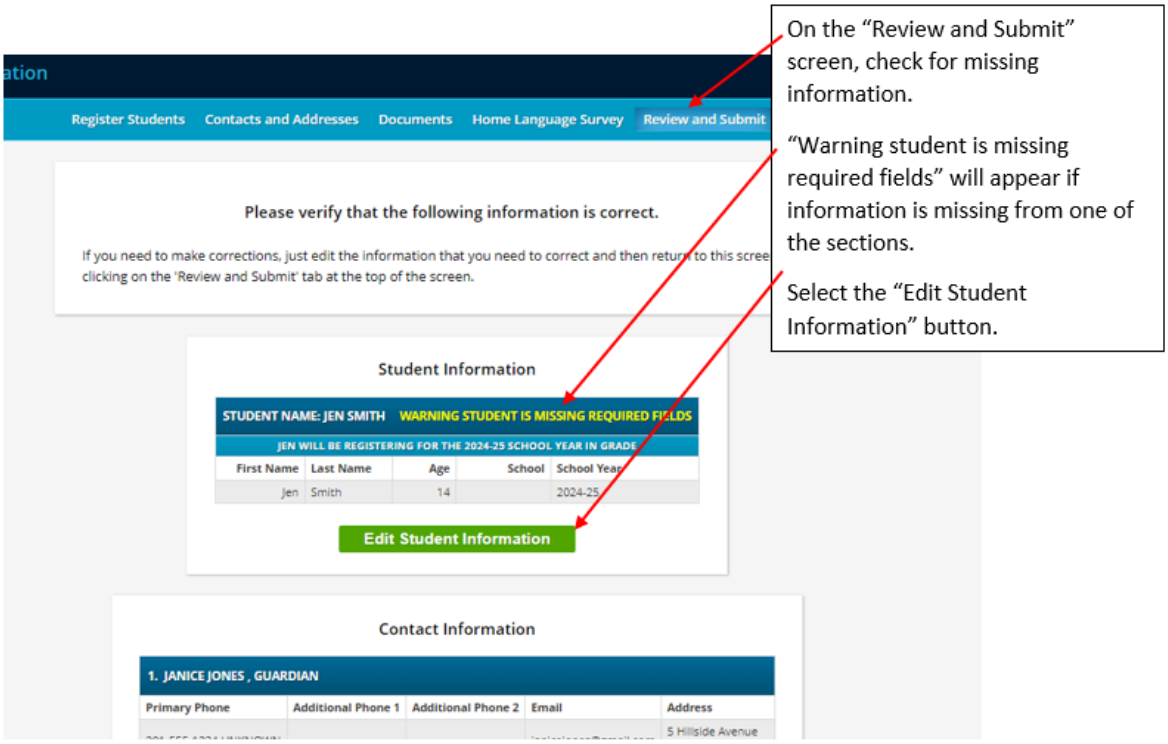


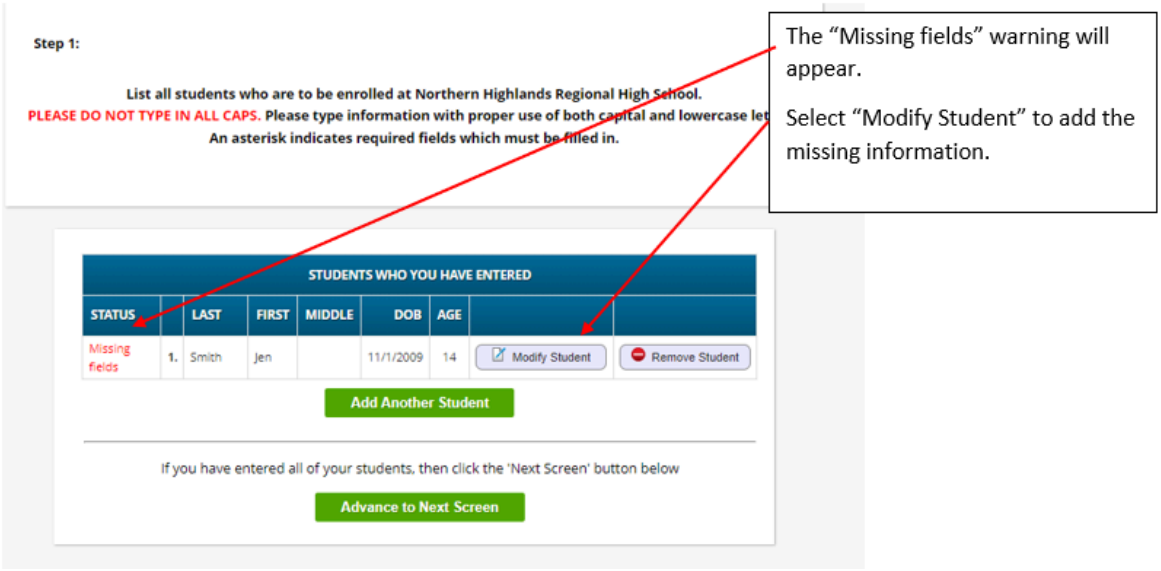
STEP 6: Home Language Survey

- Select “Begin Survey” to answer the questions when prompted.
- Once you have uploaded and saved the documents, then select “Advance to Next Screen.”

STEP 7: Review and Submit

- Please review all information entered.
- If you need to edit information, click on the “Edit Student Information” or “Edit Contacts.”
- If you would like a confirmation email, provide your email address.
- Once information has been reviewed, click “Submit Registration Information.”
- **See below if you receive an error message.**





STEP 8: Save Final Report

You will be presented with a report showing all registration information. You may want to save a copy for future reference and can do so by clicking the diskette icon on the toolbar.