



BERGENFIELD PUBLIC SCHOOL DISTRICT

Where Children Come First

225 West Clinton Avenue • Bergenfield, NJ 07621 • (201) 385-8801

Accessing Online Registration

1. If your family is **new to Bergenfield Public Schools**, and you **do not** have any actively enrolled students, begin the enrollment process with **Families New to Bergenfield Public Schools** below.
2. If you are an **existing Bergenfield Public Schools family with an actively enrolled student and would like to enroll another child**, begin the enrollment process with the **Existing Family Registration** instructions below.

Families New to Bergenfield Public Schools	
Visit the New Family Registration site: https://campus.bergenfield.org/campus/OLRLogin/bergenfield	
Select whether you are starting a new registration or returning to a saved registration and click Next .	
Select the school year you are registering for and click Next .	
<p>Enter your Legal First and Last Name, Date of Birth, and Email Address.</p> <p>Indicate if you have a child who previously attended school in the district.</p> <p>For security verification, click the checkbox indicating "I'm not a robot".</p> <p>Click the Begin Registration button.</p> <p>A verification email will be sent to the email address you entered. Click the link in the email to continue the registration process.</p>	
<p>Notes:</p> <ul style="list-style-type: none"> • If you do not see the verification email, check your Spam/Junk folder. • Save the verification email. If you do not complete the registration process, this link will allow you to return to your application. 	



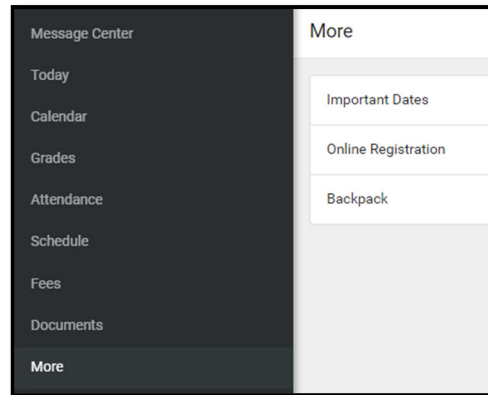
Existing Family Registration

Login to the **Infinite Campus Parent Portal**:
<https://www.bergenfield.org/CampusParent>

If you have not setup a Parent Portal account yet, please email icsupport@bergenfield.org from the email account you previously provided the district, including the Parent/Guardian name, your currently enrolled student, school of attendance, and a description of the issue.

Select **More** from the menu.

Then select the **Online Registration** option.



Select the school year you are registering for and click **Start** at the end of the row.

On the following screen, click **Begin**.

NAME	STATUS	ACTION
2021-2022 New Student Registration	NOT STARTED	Start
2022-2023 New Student Registration	NOT STARTED	Start
2022-2023 Annual Student Update	NOT STARTED	Start

Notes:

This process will **NOT** show your currently enrolled student and you should **NOT RE-ENTER** them on the application.

New Student Registration

Welcome Screen

1. Type your **full legal name**
2. **Sign** your name in the box below
3. Click **Submit**

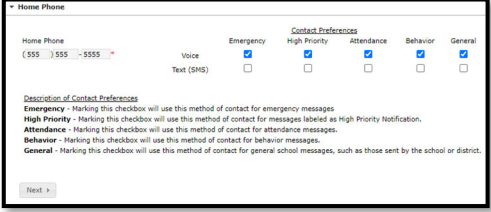
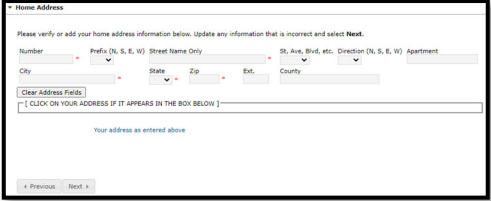
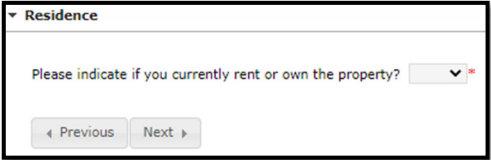
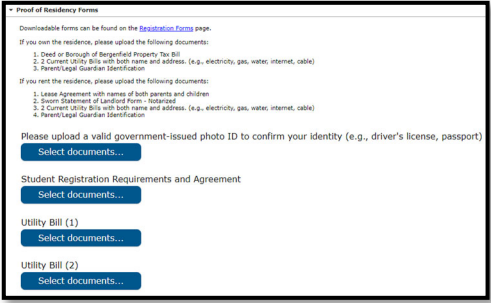
Instruction Screen

1. Review the requirements and notes
2. Your **Application #** is on the top right
3. Click **Continue**



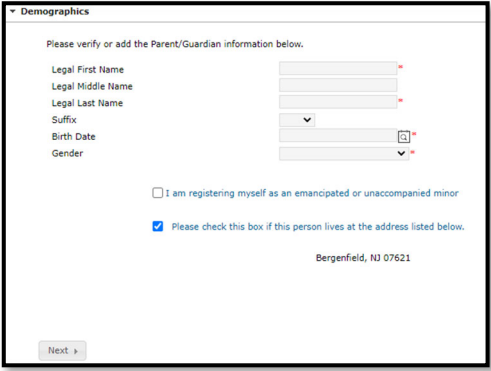
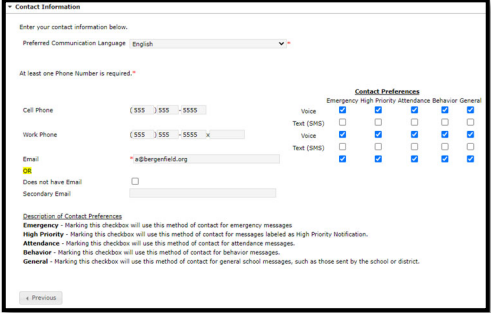
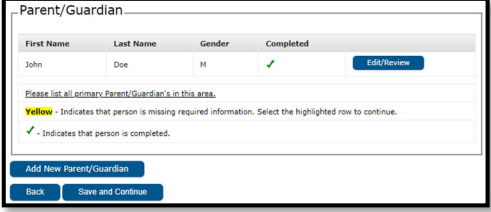
Household Information

This section will collect information related to the student’s household. Items to have ready include: home phone number, home address, and residency verification documents.

Section Description	Screenshot
<p>Home Phone</p> <ol style="list-style-type: none"> 1. Enter your 10-digit Home Phone Number. 2. Mark the Contact Preferences as desired. 3. Click the Next button when finished. 	
<p>Home Address</p> <ol style="list-style-type: none"> 1. Enter the required Address fields. The entry is dynamic and the information entered will search for a matching address as you type. If a match is found, click on the address in the box below. If your address does not display, then continue entering your address. 2. Click the Next button to continue. 	
<p>Residence</p> <ol style="list-style-type: none"> 1. Indicate if you currently rent or own the property. 2. Click the Next button to continue. 	
<p>Proof of Residency Forms</p> <ol style="list-style-type: none"> 1. Click the Select Documents button(s) to upload the requested documents. The document upload buttons you see will be dependent on if you rent or own the property. 2. When done, click the Save and Continue button. 	

Parent/Guardian Information

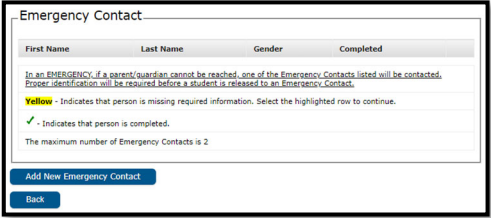
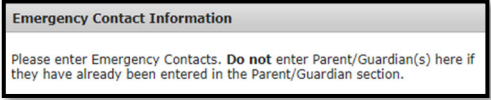
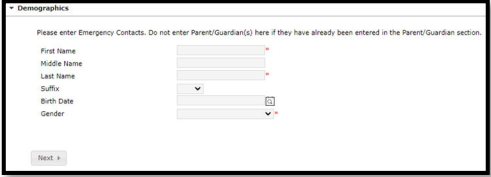
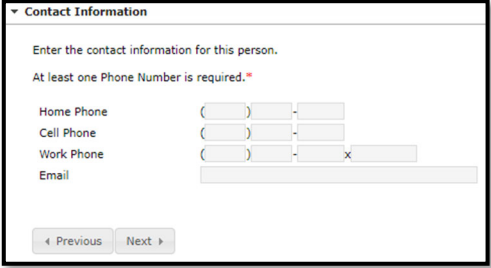
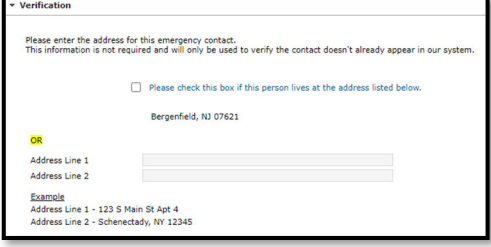
Parent and guardians are those individuals that have legal authority and make decisions on behalf of the student(s).

Section Description	Screenshot
<p>Demographics</p> <p>Enter the Legal First Name, Middle Name, Last Name, Birth Date, and Gender information for the Parent/Guardian.</p> <p>If the Parent/Guardian you are entering does NOT live with the student at the address listed, uncheck the Please check this box if this person lives at the address listed below checkbox.</p> <p>Click the Next button.</p>	
<p>Contact Information</p> <p>Enter the following information for this parent:</p> <ul style="list-style-type: none"> Preferred Communication Language Cell Phone Work Phone Email Determine the Contact Preferences for each contact entered. <p>Click the Save and Continue button to proceed.</p>	
<p>Parent/Guardian</p> <ul style="list-style-type: none"> A green checkmark indicates you have completed all required fields. If the row is highlighted yellow, this indicates that person is missing required information that must be fixed before the application can be submitted. <p>To add another Parent/Guardian, click the Add New Parent/Guardian button and repeat the Parent/Guardian steps above.</p> <p>When done, click the Save/Continue button.</p>	



Emergency Contact Information

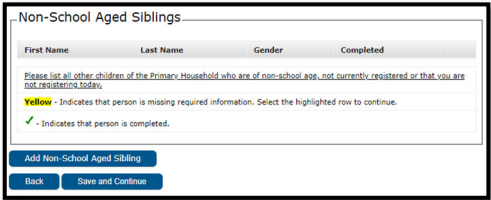
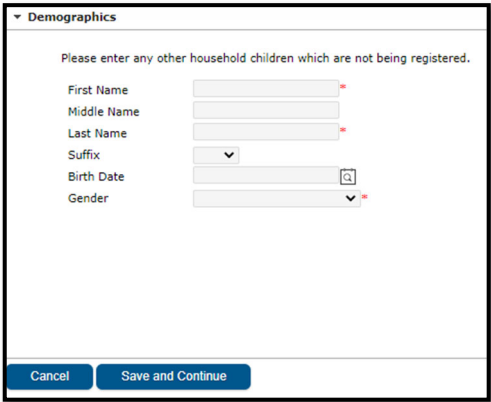
Emergency contacts are those individuals who are not the parents/guardians and should be contacted in case of an emergency if the parent/guardian is not available.

Section Description	Screenshot
<p>Emergency Contact</p> <p>Click Add New Emergency Contact. Repeat these steps for each additional Emergency Contact add.</p> <p>A notice may appear reminding you this section is ONLY for Emergency Contacts. Parent/Guardians should not be entered in this section.</p> <p>Click the Ok button to continue.</p>	 
<p>Demographics</p> <p>Enter the full name and gender for the Emergency Contact.</p> <p>Click the Next button.</p>	
<p>Contact Information</p> <p>Enter the contact information for this person:</p> <ul style="list-style-type: none"> • Home Phone • Cell Phone • Work Phone • Email <p>Click the Next button.</p>	
<p>Verification</p> <p>Check if the Emergency Contact lives at the same address as the student.</p> <p>When finished, click Save and Continue. You will be returned to the main Emergency Contact screen.</p>	

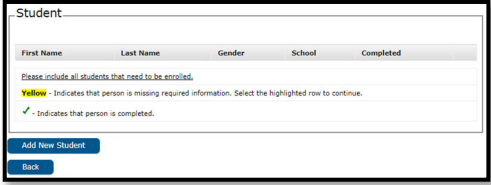
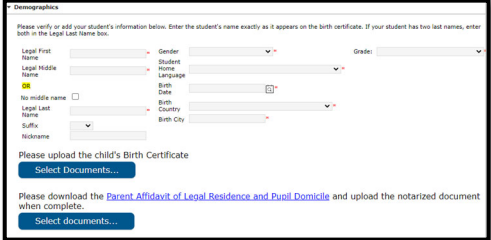
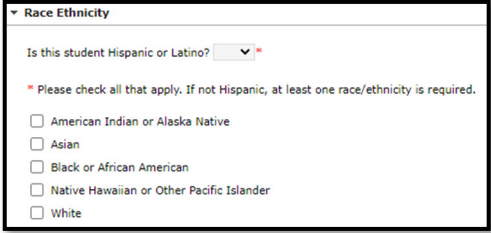


Non-School Aged Siblings (non-enrolled children) Information

Non-School Aged Siblings are individuals living in the same household but are not old enough to be enrolled in school.

Section Description	Screenshot
<p>Non-School Aged Siblings (non-enrolled children)</p> <p>Click the Add Non-School Aged Sibling (non-enrolled children) button at the bottom of this screen to add a new non-school age sibling.</p> <p>A green checkmark indicates you have completed all required fields for this non-school aged sibling.</p> <p>If the row is highlighted yellow, this indicates that person is missing required information that must be fixed before the application can be submitted.</p>	
<p>Demographics</p> <p>Enter the following information for the Non-School Aged Siblings (non-enrolled children):</p> <ul style="list-style-type: none"> • First Name • Middle Name • Last Name • Suffix • Birth Date • Gender <p>Click the Save and Continue button when finished. The screen will return to the first page of the Non-School Aged Sibling entry screens where additional non-school aged siblings can be entered.</p> <p>To enter additional non-school aged siblings, click the Add Non-School Aged Siblings (non-enrolled children) button. Repeat the instructions for entering non-school aged siblings. If no further additions are needed, click the Save and Continue button.</p>	

Student Information

Section Description	Screenshot
<p>Student</p> <p>Click the Add New Student button at the bottom of the screen to add a new student.</p>	
<p>Demographics</p> <p>Below are the required fields in this section:</p> <ul style="list-style-type: none"> • Legal First Name • Legal Middle Name or No Middle Name • Legal Last Name • Gender • Student Home Language • Birth Date • Birth Country <ul style="list-style-type: none"> ○ <u>US Born</u>: Birth State and Birth City ○ <u>Born Outside the US</u>: Birth City, Date of First Entry to US, Date First Enrolled in a US School, and Date First Enrolled in a New Jersey School. • Enrollment Grade <p>Required Documents Birth Certificate Parent Affidavit of Legal Residence</p>	
<p>Race Ethnicity</p> <p>Required by Federal reporting, mark the following related to the student's race/ethnicity.</p> <p>Is this student Hispanic or Latino?</p> <p>Check all that apply: American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White</p>	

McKinney-Vento Act

The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness.

If you believe you may be eligible, select Yes and upload the McKinney-Vento Intake Affidavit or contact the District Homeless Education Liaison to find out what services and supports may be available.

Requested Documents

McKinney-Vento Intake Affidavit (if Yes)

McKinney-Vento Act

Who Are Homeless Children and Youths?

Homeless children and youths are individuals who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because the children are living in circumstances described above.

For additional information or assistance, please contact:

Ms. Jacqueline Gagliardo
District Homeless Education Liaison
Bergenfield Public School District
Phone: 201-385-8600 x1350
Email: jgagliardo@bergenfield.org

If you believe your child may qualify, please select Yes. No Yes

Student Services

This information is an indication if the student has received any student services.

Requested Documents

Current IEP (if applicable)

Current 504 Plan (if applicable)

Student Services

Has your child ever been referred for a special education evaluation? No Yes

Has your child ever been evaluated by a special education child study team? No Yes

Has your child ever been classified for special education and related services or for speech services? No Yes

Has your child ever had an IEP or ISPP? No Yes

Do you have any reason to suspect that your child may have a learning, emotional, or physical issue? No Yes

Has your child ever had a 504 plan? No Yes

Please upload the child's most current IEP

Please upload the child's most current 504 Plan

World Languages Department

The Home Language Survey (HLS) form helps to identify whether or not a student is eligible to be an English Language Learner (ELL).

World Languages Department

Home Language Survey (Parent/Family Version)

Purpose: The home language survey is used solely to offer appropriate educational services (U.S. ED EL Toolkit, Chapter 1). The Home Language Survey (HLS) Form is the first of three steps to identify whether or not a student is eligible to be identified as an English Language Learner (ELL). "Home" is defined as a student's current place of residence.

For additional translations, please download the Home Language Survey for reference, from the [Registration Forms](#) page.

1.) List all languages used in the student's home.

- Elistar ang lahat ng mga wikang ginamit sa tahanan ng estudyante.

- Listar todos los idiomas que se hablan en el hogar del estudiante.

- عريف كل اللغات التي يستخدمها والديه في المنزل

2.) Was the first language used by the student a language other than English?

- (¿El primer idioma hablado por el estudiante fue un idioma distinto del inglés?)

- (Ang una lang wikang ginamit ng estudyante ay isang wikang maliban sa Inggles?)

3.) Does the student speak or understand a language other than English?

- (¿El estudiante habla o entiende un idioma distinto del inglés?)

- (Ang estudyante ba ay nagpapaliwanag o nakakaintind o gumagamit ng wika maliban sa Inggles nang lubos?)

4.) When interacting with others at home (example: parents, guardians, siblings), does the student understand or use a language other than English most of the time?

- (Cuándo se relaciona con otras personas en casa (por ejemplo: padres, encargados, hermanos), ¿el estudiante entiende o habla en un idioma distinto del inglés la mayor parte del tiempo?)

- (Kagang nakikipag-ugnay sa ibang tao sa bahay (halimbawa: mga magulang, tagapag-alaga, kapatid), ang estudyante ba ay nakakaintind o gumagamit ng wika maliban sa Inggles nang lubos?)

5.) When interacting with others outside the home (example: friends, caregivers), does the student understand or use a language other than English most of the time?

- (Cuándo se relaciona con otras personas fuera de casa (por ejemplo, amigos, cuidadores), ¿el estudiante entiende o habla en un idioma distinto del inglés la mayor parte del tiempo?)

- (Kagang nakikipag-ugnay sa ibang tao sa labas ng bahay (halimbawa: mga kaibigan, mga tagapag-alaga ng pag-aarap), ang estudyante ba ay nakakaintind o gumagamit ng wika maliban sa Inggles nang lubos?)

Release of Records Request

Enter the child's last school attended, if any.

Requested Documents

Release of Records Request

Prior School Records (if available)

Release of Records Request

Enter the information of your child's last school attended (if any).

Last School Attended

School:

Address:

City:

State:

Country:

Phone: () - () - ()

Fax: () - () - ()

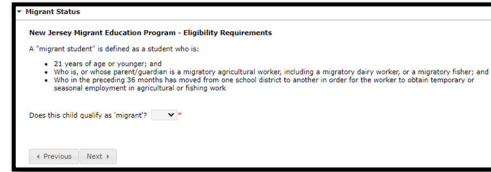
Please upload the Release of Records Request.
The form is located on the [Student Registration Forms](#) page under Release Agreements and Policies.

Please upload any Prior School Records.



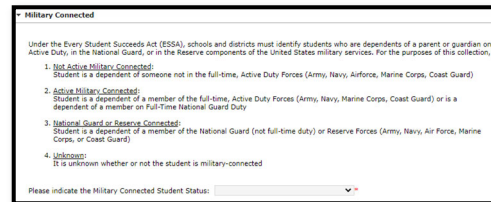
Migrant Status

New Jersey's Migrant Education Program (NJ MEP) is a federally funded program that supplements educational and support services for migratory children.



Military Connected

Under the Every Student Succeeds Act (ESSA), schools and districts must identify students who are dependents of full-time active duty members of the Armed Forces. Indicate the Military Connected Student Status as Not Active Military Connected or Active Military Connected.



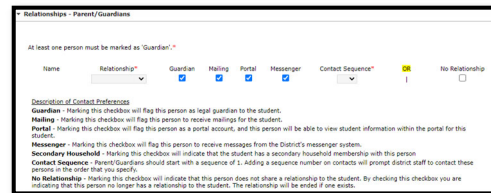
Relationships – Parent/Guardians

Select the **Relationship** and **Contact Preferences** for the parent/guardian.

Enter the **Contact Sequence** for this person. Parent/Guardians should start with a sequence of 1.

If this person should not have a relationship with the student, mark the **No Relationship** checkbox.

Click the **Next** button when finished.



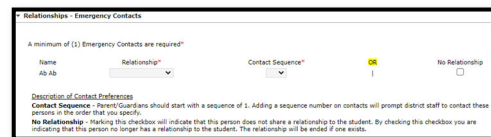
Relationships – Emergency Contacts

Select the **Relationship** of the emergency contact.

Enter the **Contact Sequence** for this person. Emergency contacts should **NOT** have a sequence of 1.

If this person should not have a relationship with the student, mark the **No Relationship** checkbox.

Click the **Next** button when finished.

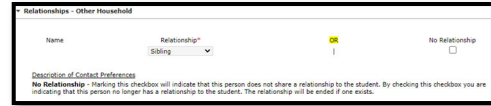


Relationships – Other Household

Select the **Relationship** of the non-school aged sibling.

If this person should not have a relationship with the student, mark the **No Relationship** checkbox.

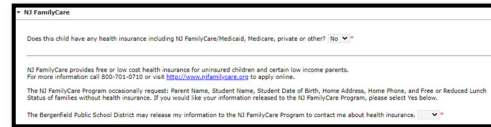
Click the **Next** button when finished.



NJ FamilyCare

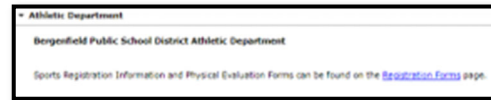
If you currently have health insurance, select Yes.

If no, please read the information regarding NJ FamilyCare who provides free or low-cost health insurance for uninsured children and certain low-income parents. If you would like the district to share your information with the NJ FamilyCare Program so they may contact you, select Yes.



Athletics Department

Sport Registration Information for Grades 6-12 Only. Click **Next** to proceed.



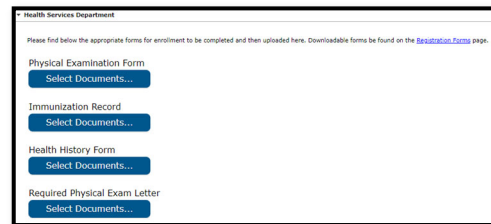
Health Services Department

Required Documents

- Physical Examination Form
- Immunization Record
- Health History Form
- Required Physical Exam Letter

If Applicable:

- Kindergarten Developmental Form
- Student Record of Disclosure & Release



Survey

When complete, click **Next** to continue.



Release Agreements

Carefully read the Agreements and Policies listed on this page.

Select the appropriate response for each question.

Certify you have read and understand the policies and agreements throughout the application by typing your full legal name and signing.

Student entry is now complete.

Click the **Save and Continue** button to return to the main student entry screen.

Student

If additional students need to be entered, repeat the previous steps otherwise click the **Save and Continue** button.

Submitting Application

Once student information has been added, review the Application Summary and click the Submit button.

Section Description

Once the registration process is completed and all entered information is accurate, click the **Submit** button. Clicking the **Submit** button removes the ability to modify data in the Online Registration application. This will send a notice to the district staff that an Online Registration Application needs to be reviewed.

Download a copy of the entered information by clicking the **Application Summary PDF**. This is a receipt of data entered. No further information is needed at this time.

Screenshot

