



BERGENFIELD PUBLIC SCHOOL DISTRICT

Where Children Come First

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

Online Registration

Registration for the Bergenfield Public School District may be completed electronically through our Infinite Campus Online Registration platform. This document serves as a quick overview to online registration. For detailed instructions, view the [Online Registration Step-by-Step Guide](#).

Preparing for Online Registration

Before you begin the online registration process, please gather the following information.

- Household Information: Phone number, address information.
- Parent/Guardian Information: Name, work and cell phone numbers, email addresses.
- Emergency Contact Information: Full legal name and phone number for each contact.
- Other Non-School Age Sibling Information: Name, date of birth.
- Student Information: Demographic, health information.

Gather the following documents and save them to your computer. You will be asked to upload the supporting documents in PDF or JPEG format.

- **Forms:**
 - Student Registration Requirements and Agreement
- **Proof of Birth:**
 - Child's original birth certificate with raised seal
- **Proof of Custody:**
 - Parent Photo Identification: Driver's License, Passport
 - If the student does not reside with both parents, official custody documents will be required
- **Proof of Residency:**
 - Notarized Parent Affidavit of Legal Residence and Pupil Domicile
 - Homeowner
 - Deed or Borough of Bergenfield Property Tax Bill
 - Two current utility bills with both name and address (e.g., electricity, gas, water, internet, cable)
 - Non-Homeowners
 - Lease agreement with names of both parents and children
 - Two current utility bills with both name and address (e.g., electricity, gas, water, internet, cable)



- Notarized Sworn Statement of Landlord
- **Prior School Records**
 - Current Report Card
 - Official High School Transcript
- **Health Documents**
 - Medical Record form (Kindergarten/New USA residents only)
 - Immunization Record - dated, stamped, and signed by the child's doctor.

Registration Options

Current Families with Enrolled Students	Families New to Bergenfield Public Schools
<p>If you are an existing Bergenfield Public School District family and would like to enroll a new student please begin enrollment using your existing Infinite Campus Parent Portal account. This method will save you time by prepopulating your existing information.</p> <ol style="list-style-type: none"> 1. Log into your Parent Portal account. 2. Click on More from the menu on the left. 3. Select the Online Registration option. 4. Click Start for the Registration Year you are registering for. <p>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.</p>	<p>If your family is new to the Bergenfield Public School District, and you do not currently have any students enrolled at any of our schools, please begin the enrollment process with New Family Registration.</p> <p style="text-align: center;">New Family Registration</p>

Navigating Online Registration

During the registration process you will be progressing through six pleats which contain all the information for registering your student. As you progress through the pleats, they go from Grey (not started) to Blue (in progress) to Green (with a check mark) upon completion. Pleats are as follows:



Within each pleat there are many sections of information you will be progressing through by clicking on the **Next/Previous** buttons. At the end of each section, you will click on the **Save and Continue** button to progress to the next pleat.



Some of the pleats will have upload buttons for requested and/or required documents. Simply click on Select Documents and browse to the saved document on your computer.

Completed Application

Once the registration process is completed click the Submit button. Once you submit, you will not be able to access the application again. The District Registrar will automatically be notified that your Online Registration Application has been submitted and you will receive an automated email that the application has successfully been submitted for review.

When presented with the Application Summary PDF, download a copy as a receipt of the data you entered.

As the District Registrar reviews the application, you will be informed via email whether the application is on HOLD (Pending additional requested information) or APPROVED. Once approved and the student is enrolled in the system, the school will contact you with more information.

Please allow up to 3 business days for a response after submitting your application.

