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Online Registration Instructions

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

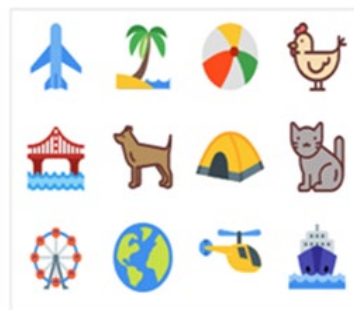
To Complete the registration for each student, you will need:

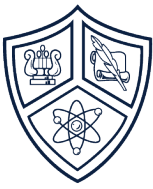
- Key student information (e.g., name, date of birth, address, etc.)
- Proof of residency (requirements are outlined on the website and at the end of this document)
- Universal Child Health Record, including a current immunization record and a physical completed within 365 days of school entrance
- Original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

Click the requested picture to begin registration or return to registration

Welcome to Randolph Township Schools New Student Registration

For security purposes; please click on the **Globe** in order to proceed.





Create an account

In order to continue Open Registration please fill in the information below to create an account. Accounts are active until all students in the Open Reg Package are registered, then it will be deactivated.

Email:

Password:

Confirm Password:

[Cancel](#)

Register Students tab

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

No students have been entered.

For each student, a series of questions will populate that must be completed. Ensure to enter accurate information for each question. The following questions are subject to review in accordance with the Board of Education Policy.

School Year – please select the correct school year. Students will only be admitted for school years in which they are eligible to attend.

Select the school your child will attend – school selection is based on elementary district and is dictated by Board of Education [Policy 5120](#). Families may not select their elementary district. To confirm your elementary district, please contact the Transportation Department at 973-361-0808 x 7102.

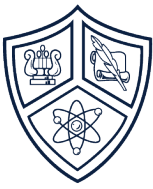
Anticipated Grade Level – please select the correct anticipated grade level. Students will only be admitted to a grade level in which they are eligible to attend in accordance with Board of Education [Policy 5112](#). Please note that the requirement for kindergarten entrance is that the child must be five years old prior to October 1 of the year of entrance.



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25 School House Road Randolph, New Jersey 07869



School

Registering for School Year:*

Select the school your child will attend:

Anticipated Grade Level:*

Student Info

Student First Name:*

Preferred Student First Name:

Middle Name:

Student Last Name:* Suffix:

Nick Name:

Ethnicity:* Hispanic
 Not Hispanic

Select one or more races:* White
 Black or African American
 American Indian or Alaska Native
 Asian
 Native Hawaiian or Other Pacific Islander

Birth Sex:*

Gender Preference:

Municipality

Once all required questions have been submitted, click “Add Student”

Cancel

Add Student

Select “Add another Student” to add additional students, or “Advance to Next Screen” to continue with registration. Repeat this process for any additional students in the same family.

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

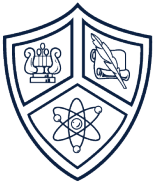
The Contacts and Addresses tab is where the student address, as well as parent/guardian information will be entered. To start, select “Add Primary Address and Primary Parent/Guardian”



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Primary Address (Required*)
Add Primary Address and Primary Parent/Guardian

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

Adding 1st Guardian Contact

Section 1: Add the Student's Primary Address

Existing Address:

House #:*

Street Name:*

Apt #:

City:*

State:*

Zip Code:*

County:

Section 2: Guardian at Primary Address

First Name:*

Last Name:*

Relationship to Student:*

Primary Phone:*

Additional Phone:

Additional Phone 2:

Primary Email:*

Confirm Email:*

To enter additional contacts or emergency contacts, select the appropriate button. If all contacts have been entered, select “Advance to Next Screen”.

EMERGENCY CONTACTS

None

ADDITIONAL CONTACTS

None

If you have entered all required contact information, click 'Next Screen' button below



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Documents tab

Specific documents are required for admission into Randolph Township Schools. At your registration appointment, you will need to bring hard copies of the documents. This includes:

- Proof of residency (see below)
- Birth Certificate
- Custody documents (if applicable)
- Health documents (if available)
- Signed student records request (if entering grades 1-12)

No documents need to be scanned in. Our office staff will take care of collecting your documents at your appointment.

Proof of Residency Requirements

Consistent with Board of Education Policy 5111 and Regulation 5111, and N.J.S.A. 6A:22-3.4, any person submitting registration paperwork is required to submit appropriate proof of residency, as outlined in this document, unless policy, regulation, or statute provides an exception.

Where applicable: documents presented must be received/applicable within the past 60 days (e.g. a utility bill must have been for a service period within the past 60 days).

Affidavit Requirement: In addition to the documents detailed in categories A and B, an affidavit **(to be supplied by the District)** is required in addition to required documents when:

- A student is residing in Randolph with a person other than his/her parent or legal guardian (Residency Affidavit)
- A student is residing in Randolph with his/her parents/guardians, but the parents/guardians do not own or lease a residence. The Landlord will have to certify that the family is domiciled in his/her dwelling. (Landlord Affidavit).

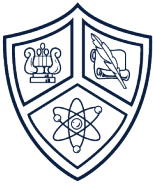
Moving to Randolph: Where a student is not currently domiciled in Randolph but intends to be domiciled in Randolph within 60 days, an affidavit (Domicile Affidavit), certified check for two months of tuition, and copy of a signed contract, will be accepted in lieu of other residency documents. Upon moving to Randolph, the new resident will be required to provide proof of residency consistent with this document within 60 days of becoming domiciled in Randolph.



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Category A

Two documents displaying the Randolph residence from Category A OR one document from Category A **AND** two additional documents from Category B.

- Property Tax Bills
- Deed
- Lease (required when residing in district under a lease)
- Mortgage Bank Statement/Financial Statement
- Utility Bills (e.g. electric, gas, oil, water, sewer, cable, internet)
- Court orders
- State agency agreements

Category B

Two documents from Category B **AND** one document from Category A.

- Contract of Sale
- Insurance Claims or Payments
- Signed Letters from landlords
- Voter Registrations
- Licenses
- Permits
- Delivery Receipts
- Receipts
- Bills
- Cancelled Checks
- Medical Reports
- Counselor or Social Worker Assessments
- Employment Documents
- Unemployment claims
- Benefit Statements
- Documents Pertaining to Military Status and Assignment

Category C

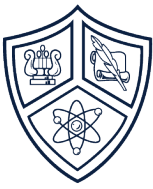
If the applicant is unable to provide the documentation listed in Category A and/or B, the applicant may request consideration of additional documents showing proof of residency. Requests for consideration should be directed to the Business Administrator in writing. This



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review may include other evidence of property ownership, tenancy, or residency; personal attachment to a particular location; court or agency placements or directives; expenditures demonstrating personal attachment to a particular location or to support the student; circumstances demonstrating family or economic hardship, or temporary residency; or any other business record or document issued by a governmental entity. The District will consider the totality of the information and documentation presented as proof of residency and will not deny enrollment based upon the failure to provide a particular form or subset of documents without regard to the other evidence presented.

Legal References:

N.J.S.A. 18A:39-1 et seq.

N.J.A.C. 6A:22-1.1 et seq.

Home Language Survey tab

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

A blue rectangular button with rounded corners and a white border, containing the text "Begin Survey" in white.

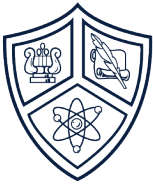
Answer each of the questions related to languages spoken at home. Upon completing all the questions, click on “Finish” and “Advance to Next Screen”.



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Appointments tab

You will need to schedule an appointment to bring in your documents for scanning and review. This is also where you may ask any questions about the process.

Schedule an Appointment to Complete the Registration Process

Use the calendar below to schedule an appointment. At your appointment, please bring:

- Proof of Residency (requirements available at www.rtnj.org/family-resources/registration)
- Child's original birth certificate
- Custody documents (if applicable)
- Health documents (if available)
- Signed student records request (if entering grades 1-12)

Questions may be sent to your building contact person, found at www.rtnj.org/family-resources/registration

i Select Student(s):

To create an appointment, select each student individually and select an appointment time. Note: for evening appointments, you will be able to select an appointment at any available building. If you are registering more than one child, you only need to select an appointment for one child at one location and bring all documents to that appointment.

Choose a registration location below

- Location: Center Grove Elementary School
Address: 25 School House Road, Randolph, NJ 07869
- Location: Fernbrook Elementary School
Address: 206 Quaker Church Road, Randolph, NJ 07869
- Location: Ironia Elementary School
Address: 303 Dover Chester Road, Randolph, NJ 07869
- Location: Shongum Elementary School
Address: 9 Arrow Place, Randolph, NJ 07869

Appointment Calendar

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key

Skip Appointment

Mar 21 2023

Select an Appointment time from below:

- 06:00 PM - 06:15 PM
- 06:15 PM - 06:30 PM
- 06:30 PM - 06:45 PM
- 06:45 PM - 07:00 PM
- 07:00 PM - 07:15 PM
- 07:15 PM - 07:30 PM
- 07:30 PM - 07:45 PM
- 07:45 PM - 08:00 PM

Cancel

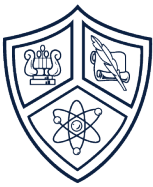
Appointment times will be printed on the confirmation page at the end of the registration.



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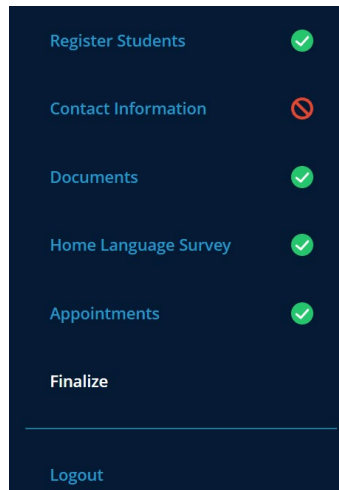


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Finalize Registration Information tab

This tab will detail Student Information, Contact Information, and Appointment Information. Missing information will be bolded in red.



If all information has been entered, select “Finalize Registration Information”.

Finalize 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 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 3-5 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 contact your school building for assistance.



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