





2024年11月更新

概述

尤因公立学校使用学生信息和管理系统 Genesis 来记录和跟踪学生数据。Genesis 是一个综 合系统,允许教育工作者和管理员有效、方便地管理学生记录,包括但不限于成绩和出勤 率。完成学生的注册后,您将收到 GENESIS 自动发送的电子邮件,告知您家长访问帐户已 激活。此帐户是一种安全可靠的方式,可用于查看这些学生的本学年记录。您可以在家长访 问帐户中查看的一些页面包括出勤率、校车信息、成绩册、午餐余额、成绩单、要填写的表 格等。

Genesis 在线注册门户 (https://genesis.ewingboe.org/genesis/openReg) 用于收集完成注册所需的有关您的学生的基本信息。以下信息将帮助您利用 Genesis 在线注册门户完成注册过程。

开始之前:

开始之前,请确保准备好所有信息:

学生的出生证明

- 父母/监护人带照片的身份证件
- 一(1)份房屋所有权或租赁证明
- 4份地址证明(日期为最近 30 天内)
- 过去一年内的学生免疫接种记录和体检记录
- 特殊教育记录,如儿童研究小组评估和学生的 IEP (如果适用)
- 法院监护文件(如适用)

在我们学区网站的注册页面上可以找到更详细的注册和居住要求列表: https://www.ewing.k12.nj.us/site/Default.aspx?PageID=131



<u>注册你的学生</u>

要开始注册流程,请访问 Ewing 公立学校网站 www.ewing.k12.nj.us。单击"学区信息"选项卡,单击"注册",然后单击注册页面第3步中的 Genesis 链接。

1. 要开始新注册,请按照说明点击图像

Ewing Public Schools On-line Registration		Select Langua Dovered b
	Welcome to On-Line Registration	
	Due to COVID-19, all registrations will be completed online. All supporting documents must be attached to your childs registration in PDF format and will be reviewed by the district Registrar and the Residency Officer.	
	Photos of documents are NOT acceptable.	
	We recommend downloading the Adobe Scan App to your mobile device which will allow you to take a photo of your documents and convert them to a pdf if you do not have access to a scanner.	
	Registration will not be completed if any required fields or documents are missing	
	Once your childs registration is complete and has been approved by Central Registration, you will receive a confirmation email.	
	For security purposes: please click on the Airplane in order to proceed.	
	🛧 🌋 😽 💱	
	😡 🐨 🥌	

1.2. 使用您的电子邮件和您能记住的密码创建一个临时的 Genesis 帐户。通过创建帐户,您可以保存您的信息并登录以更新信息或上传其他文档。

	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.
 这不是您的家长访问帐户。中央注册处完成您孩子的 注册后,您将无法再访问此登录信息。 	Email: Password: Confirm Password: Register Log into Existing Account Reset Password
	Cancel

3. 创建帐户后,您将看到以下屏幕。导航菜单位于屏幕左侧。随着注册的进行,此菜单中的每个部分都将被标记以显示是否已完成。使用屏幕右上角的红色框翻译 Genesis Parent Portal。

6	Ewing Public Schools On-line	Registration	Select Language
test	@test.com		
	Register Students	Step 1: Use Ewing On-Line Registration for all new and returning students to Ewing. Include as much information as you	
	Contact Information	can.	
	Documents	No students have been entered.	
	Home Language Survey	Add Student	
	Appointments		
	Finalize	6Copyright -	ienesis Educational Services,Inc.
	Logout		

4. 点击"添加学生",输入学生的姓名和信息,与出生证明或护照上显示的完全一致。 输入每个部分的所有必填信息:学校、学生信息、市、出生、移民、语言、军事、健 康、其他问题。

	Registering for School Year:*	~	
	Anticipated Grade Level:* 🚯 🚯	•	
StudentInfo			
	Student First Name: *		
	Middle Name:		
	Student Last Name:*		Suffix:
•••••••••••••••••••••••••••••••••••••••	Nick Name:		
不要忘记填写种族、民族和军事关	Ethnicity:*	O Hispanic O Not Hispanic	
联指标部分。	Select one or more races:*	White Black or African American American Indian or Alaska Nati Asian Native Hawaiian or Other Pacif	ve ic Islander
	Gender at Birth:*	~	
	Gender Preference:	~	
Municipality			
	Municipality		

5. 必填字段标有星号 (*)。填写完所有必填字段后,点击屏幕底部的"添加学生"。

person's offense and grant permission to the school district to access my records for address confirmation with the following: my employer, my landlord.	•
b) selecting to you are community you nove read and agree to this statement. Please note that the school must review all academic records to determine appropriate placement. Enter name of legal guardian completing registration to acknowledge	*
understanding of this statement.	Add Student

6. 如果有更多学生需要注册,请点击"添加其他学生"。如果没有,请点击"进入下 一屏幕"。

Students who you have entered								
Status		Last	First	Middle	DOB	Age		
Proceed	1.	lastname	firstname		10/1/2010	14	Modify Student	Remove Student
Add Another Student								

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

Advance to Next Screen

如果您没有为您的学生填写所有必填字段,则此屏幕上您的注册状态将标记为"缺少字段"。

	Students who you have entered							
status		Last	First	Middle	DOB	Age		
Missing fields	1.	astname	firstname		10/1/2010	14	Modify Student	Remove Student
				Add	Another S	Stude	nt	

缺失的字段将以红色突出显示。

Birth	
Date of Birth:* ()	📃 📩 Age:
Refuse release of birthplace information:	
City of Birth: *	
State of Birth: *	~
Country of Birth:*	United States

7. 接下来,您将输入监护人和紧急联系人信息。列出您希望从学区收到邮件的所有地址。第一/主要监护人必须是法定监护人,并居住在法定住所。



8. 添加学生的主要地址和电话号码以及该地址的家长/监护人。完成后,点击"添加联系人"。

	Section 1:	l: 🚷 Add the Student's Primary Address
	House #:*	t;*
	Street Name:*	• Override:
	Apt #:	#:
	City:*	Ewing
	State:*	e:* New Jersey 🗸
	Zip Code:*	2**
·	County:	ty: MERCER V
从下拉菜单中选择您的 EWING 街道名称。城	Section 2:	2: 🜻 Guardian at Primary Address
市、州和县将全部自动填写。	First Name:*	2:*
	Last Name:*	2:*
Relat	ionship to Student:*	₶* 🗸 🗸
	Primary Phone:*	Et* Home
	Additional Phone:	Home
	Additional Phone 2:	2: Home •
	Primary Email:*	l:*
	Cancel	Add Contact

Adding 1st Guardian Contact

9. 查看您输入的监护人,并添加您想要包括的任何其他监护人或联系人,尤其是紧急 联系人(如果无法联系到您)。输入所有监护人和紧急联系人后,点击 '前进到下一屏'

请注意,"监护人"是指由有管辖权的法院授予儿童监护权或监护权的人,前提是居住监护令赋予儿童在居住监护人的学区上学的权利,但有可反驳的推定,即儿童实际上与该监护人一起生活;根据 N.J.S.A. 18A:38-1(E),监护人也指儿童和家庭部。

		Guardians	i -	
ТҮРЕ	TITLE FIRST NAME	LAST NAME	PRIMARY PHONE	
Guardian 1	Ewing	Schools	609-538-9800	Edit Contact
		Add new		
	EMERGEN	CY CONTACTS ((REQUIRED *)	
	None (F	Required to	Continue)	
		Add new		
名紧急联系人。 远是同一个人。	监护人 机 紧	DITIONAL CON	TACTS	
		None		
		Add new		
If you have enter	red all required cor	ntact informa	ation, click 'Next Sc	reen' button below
	TYPE ✓ Guardian 1 ·名紧急联系人。 ·应是同一个人。	TYPE TITLE FIRST NAME ✓ Guardian 1 Ewing ✓ Guardian 1 EMERGEN ✓ EMERGEN ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	TYPE TITLE FIRST NAME LAST NAME ✓ Guardian 1 EWing Schools ✓ Add new Add new ✓ Add new Add new ✓ ✓ None ✓ ✓ None ✓ ✓ None ✓ ✓ None ✓ ✓ Add new ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	TYPE TITLE FIRST NAME LAST NAME PRIMARY PHONE Image: Contact of Contact

10. 上传所需的注册文件。点击"选择文件..."



然后单击"选择文件"以在您的设备上找到该文件。



所需文件将以绿色"是"表示。如果您已从设备中选择了一份文件,您将在"选择文件..."按钮下看到红色的"已修改"字样。

Documents for Ewing Schools		
Description	Required	
REGISTRATION GUIDANCE/MAIN OFFICE INFO		
Student's Birth Certificate	Yes	Select Docs Modified
REGISTRATION GUIDANCE/MAIN OFFICE INFO		
Custody Paperwork confirming Residential Custody or Notarized Letter from Second Parent Not Residing with Student		Select Docs Modified
REGISTRATION GUIDANCE/MAIN OFFICE INFO		
Transfer Card from Previous School		Select Docs
REGISTRATION GUIDANCE/MAIN OFFICE INFO		
Most Recent Report Card		Select Docs
REGISTRATION GUIDANCE/MAIN OFFICE INFO		
Most Recent 504 Plan		Select Docs
REGISTRATION GUIDANCE/MAIN OFFICE INFO		
Parent/Guardian State Drivers License, State ID or Passport, Photo ID	Yes	Select Docs
REGISTRATION GUIDANCE/MAIN OFFICE INFO		

如果您需要在某个特定部分上传多个文件,请在选择弹出窗口中单击"添加附加文档"。



在进入下一个屏幕之前,请务必点击页面底部的"上传文档"。如果"选择文档…"按钮变为"编辑文档…"按钮,并且您为其选择文档的每一行中都有一个绿色复选标记 (♂),则表示您的文档已成功上传。

CONFIDENTIAL REGISTRATION INFO			
Please provide Four(4) Items with your name and address for proof of residency	Yes	Edit Docs	0
CONFIDENTIAL REGISTRATION INFO			
Host Affidavit Paperwork, Signed and Notarized		Select Docs	
CONFIDENTIAL REGISTRATION INFO			
Applies to Renters without an updated Lease or Host Families residing with a renter		Select Docs	
Upload Documents			
If you have uploaded all of your documents please click the Nex	t Screen button	below	
Advance to Next Screen			

如果您需要替换任何已上传的文档,请单击"编辑文档…",然后单击"删除文件"。

	Registration Guidance/Main Office Info
	Page 1: ± REGGUID-11.jpg ± Remove File
	+ Add Additional Doc
	Close
上传后,您的文件 将命名为 REGGUI	名将被更改,以协助注册人员进行组织。机密注册文件和指导/主办公室文件 D,后跟一个数字。医疗信息将命名为 REGNURSE,后跟一个数字。任何特 殊教育文件都将命名为 REGCST,后跟一个数字。

11. 最后,您将完成一份母语调查。首先,点击"开始调查"



回答是或否的问题。完成后,点击"完成",然后点击"进入下一屏幕"



12.确认您输入的信息正确。

Register Students	ø	Please	verify that the	following inform	ation is co	orrect.	
Contact Information	Ø	If you need to make corrections, ju clicking on the 'Finalize' tab.	ust edit the informat	tion that you need to	o correct and	d then return	to this screen by
Documents	Ø	Student Information					
Home Language Survey	S	Student Name: Ewing Schools	G WILL BE REGISTERING	5 FOR THE 2025-26 SCH0	OOL YEAR IN G	RADE 05	Completed
		First Name	Last Name	Age	School	School Year	
Appointments	S	Ewing	Schools	11		2025-26	0
Finalize		Contact Information					
		1. Ewing Schools , Guardian					
		Primary Phone	Additional Phone 1	Additional Phone 2	Email		Address

13. 成功提交公开注册申请后,申请的 PDF 版本将出现在您的屏幕上。直到您到达此条形码确认页面,您学生的注册才算完成。



如果您无法提交注册申请,并在页面底部看到以下红色消息,则表示您缺少必需信息,无法提交申请。屏幕左侧将以红色禁止符号 (S) 指示缺少的信息。您需要更正这些错误,然后才能提交注册申请以供审核。

Bwing Public Schools On-line Re	gistration							
Register Students 😔	Please verif	y that the following	information is correc	ct.				
Contact Information	If you need to make corrections, just edit the information that you need to correct and then return to this screen by clicking on the 'Finalize' tab.							
Documents 🥑	Student Information							
	Student Name: Ewing Schools				Completed			
Home Language Survey 📀	Eiset Name	EWING WILL BE REGISTERIN	S FOR THE 2025-26 SCHOOL YE	AR IN GRADE 05				
	Ewing	Schools	11	2025-26	0			
Finalize	Contact Information							
	1. Ewing Schools , Guardian							
Lonout	Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address			
co8001	609-538-9800			ewing@ewingschools.com	111 First Ave Ewing, NJ 08638			
	Cannot submit regi	stration informati	on. There are missi	ng/bad required fields.	please			
		see the side bar	to see what you are	missing				
				-	•			

提交后,注册人员将审核您的信息,如有任何缺失,将与您联系。如果信息完整,您 将收到一封确认电子邮件。