



# Parent Registration User Guide

Updated November 2024

## Overview

The Ewing Public Schools utilize the student information and management system Genesis to record and track student data. Genesis is a comprehensive system that allows educators and administrators to effectively and conveniently manage student records including but not limited to grades and attendance. After completing your student's enrollment, you will receive an automated email from GENESIS that your Parent Access Account has been activated. This account is a safe and secure way to view these student's records for the current school year. Some pages you can view within your parent access account include attendance, bus information, grade books, lunch balance, report cards, forms to complete, and more.

The Genesis Online Registration Portal (<https://genesis.ewingboe.org/genesis/openReg>) is used to collect the basic information about your student(s) needed to complete enrollment. The following information will assist you in completing the registration process utilizing the Genesis Online Registration Portal.

## Before You Begin:

Be sure to have all information available before you begin:

- Student's birth certificate
- Parent/Guardian photo ID
- One (1) proof of homeownership/rental
- 4 Proofs of Address (dated within the last 30 days)
- Student's Immunization Record & Physical Dated Within the Last Year
- Special Education Records such as Child Study Team evaluations and student's IEP (if applicable)
- Court custody paperwork (if applicable)

A more detailed list of registration and residency requirements can be found on the registration page of our district website: <https://www.ewing.k12.nj.us/site/Default.aspx?PageID=131>

### HELPFUL HINT:

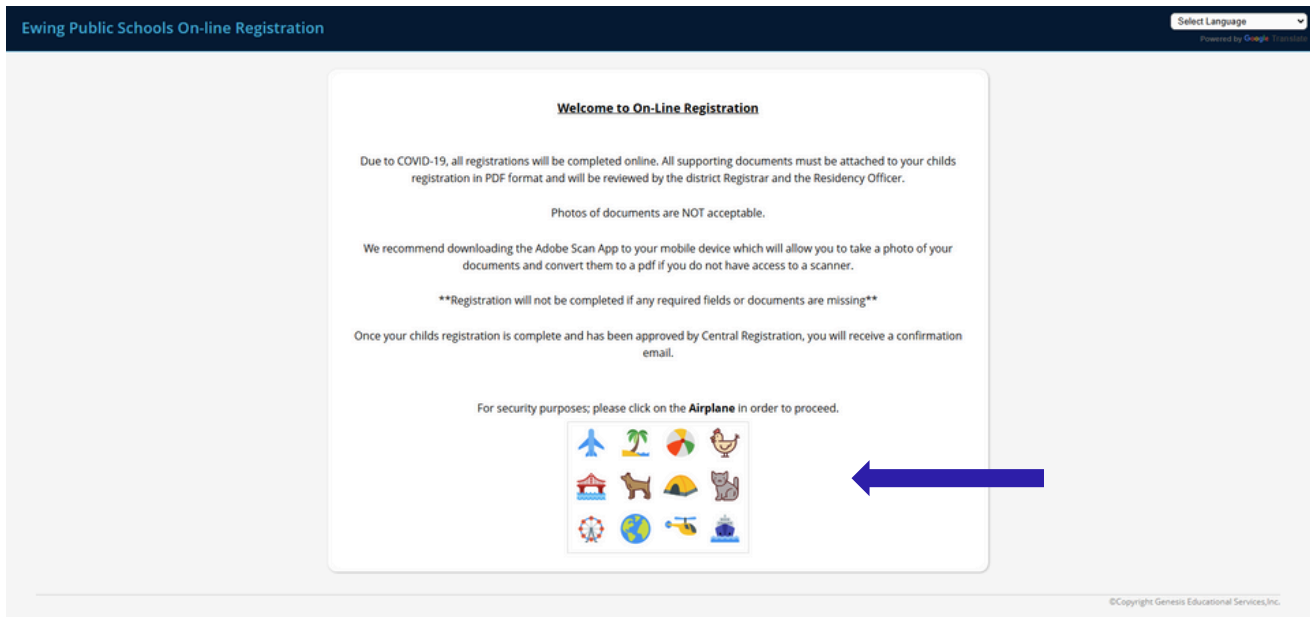


SCAN OR TAKE A PICTURE OF **ALL** REQUIRED DOCUMENTS AND SAVE THEM IN ONE FOLDER ON YOUR DEVICE **BEFORE** YOU START THE ONLINE REGISTRATION PROCESS IN THE GENESIS PORTAL.

# Registering Your Student

To begin the registration process, visit the Ewing Public Schools website at [www.ewing.k12.nj.us](http://www.ewing.k12.nj.us). Click on the **DISTRICT INFORMATION** tab, click **REGISTRATION** and then click on the link to Genesis in **STEP 3** on the Registration Page.

1. To start a **NEW** registration, click on the image as instructed



Ewing Public Schools On-line Registration

Select Language

Powered by Genesis Educational Services, Inc.

**Welcome to On-Line Registration**

Due to COVID-19, all registrations will be completed online. All supporting documents must be attached to your child's 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 child's registration is complete and has been approved by Central Registration, you will receive a confirmation email.

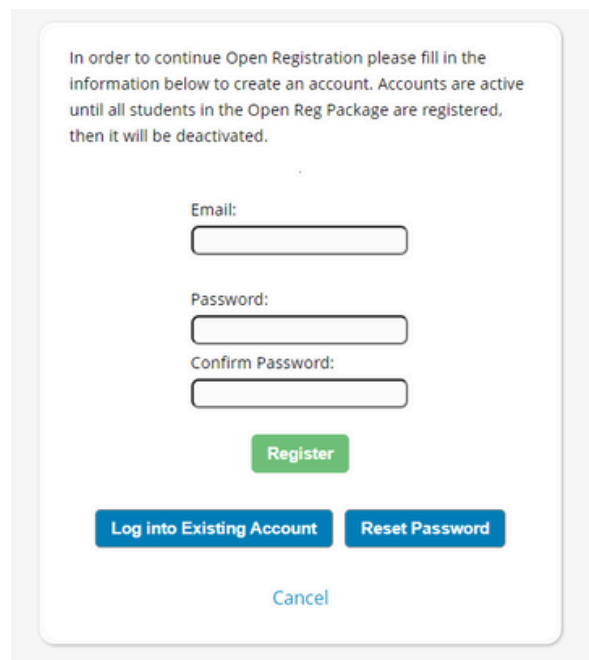
For security purposes; please click on the **Airplane** in order to proceed.

Icons: Airplane, Palm Tree, Umbrella, Dog, Cat, Bird, Fish, etc.

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2. Create a **temporary** Genesis account with your email and a password you will remember. By creating an account, you can save your information and sign in to update information or upload additional documentation.

THIS IS **NOT** YOUR PARENT ACCESS ACCOUNT. YOU WILL NO LONGER BE ABLE TO ACCESS THIS LOGIN ONCE YOUR STUDENT'S ENROLLMENT HAS BEEN COMPLETED BY THE CENTRAL REGISTRATION OFFICE.



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:

**Register**

**Log into Existing Account** **Reset Password**

Cancel

3. After creating your account, you will be met with the screen below. Your navigation menu is on the left side of your screen. As you progress through the registration, each section in this menu will be marked to display whether or not it has been completed. Use the red box in the top right of your screen to translate the Genesis Parent Portal.

4. Click '**Add Student**' and enter the student's name and information exactly as it appears on the birth certificate or passport. Input all the requested information in each section: **School, StudentInfo, Municipality, Birth, Immigration, Language, Military, Health, Additional Questions**.

5. **Required fields are marked with an asterisk (\*)**. Once all required fields have been completed, click '**Add Student**' at the bottom of the screen.

I understand that falsification of residency is a disorderly person's offense and grant permission to the school district to access my records for address confirmation with the following: my employer, my landlord.

By selecting Yes you are confirming you have 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.

**Cancel** **Add Student** ←

6. If you have more students to register, click '**Add Another Student**'. If not, click '**Advance to Next Screen**'.

Status	Last	First	Middle	DOB	Age		
Proceed	1. lastname	firstname		10/1/2010	14	<b>Modify Student</b>	<b>Remove Student</b>

**Add Another Student** ←

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

**Advance to Next Screen** ←

**IF YOU DID NOT COMPLETE ALL REQUIRED FIELDS FOR YOUR STUDENT, THE STATUS OF YOUR REGISTRATION WILL BE MARKED AS "MISSING FIELDS" ON THIS SCREEN.**

Status	Last	First	Middle	DOB	Age		
Missing fields	1. lastname	firstname		10/1/2010	14	<b>Modify Student</b>	<b>Remove Student</b>

**Add Another Student**

MISSING FIELDS WILL BE HIGHLIGHTED IN RED.

#### Birth

Date of Birth:*	<input type="text"/>	Age:	<input type="text"/>
Refuse release of birthplace information: <input type="checkbox"/>			
City of Birth: *	<input type="text"/>		
State of Birth: *	<input type="text"/>		
Country of Birth:*	<input type="text" value="United States"/>		

7. Next you will enter Guardian and Emergency Contact information. List all addresses that you would like mail from the district sent to. The first/primary guardian must be the **Legal Guardian** and live at the **Legal Residence**.

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN  
REQUIRED\*

Add Primary Address and Primary Parent/Guardian

8. Add the student's primary address and telephone number and the parent/guardian at that address. When finished, click '**Add Contact**'.

#### Adding 1st Guardian Contact

Section 1: 🏠 Add the Student's Primary Address	
House #:	<input type="text"/>
Street Name:	<input type="text"/> Override: <input type="checkbox"/>
Apt #:	<input type="text"/>
City:	<input type="text" value="Ewing"/>
State:	<input type="text" value="New Jersey"/>
Zip Code:	<input type="text"/>
County:	<input type="text" value="MERCER"/>
Section 2: 👤 Guardian at Primary Address	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Relationship to Student:	<input type="text"/>
Primary Phone:	<input type="text"/> Home <input type="text"/>
Additional Phone:	<input type="text"/> Home <input type="text"/>
Additional Phone 2:	<input type="text"/> Home <input type="text"/>
Primary Email:	<input type="text"/>
<div>Cancel Add Contact</div>	

SELECT YOUR **EWING STREET NAME** FROM THE DROP DOWN MENU. THE CITY, STATE AND COUNTY WILL ALL BE AUTOMATICALLY FILLED IN FOR YOU.

9. Review the Guardians that you have entered and add any other Guardians or contacts you would like to include, particularly an emergency contact if you cannot be reached. Once all Guardians and Emergency Contacts have been entered, click **'Advance to Next Screen'**

NOTE THAT "GUARDIAN" MEANS A PERSON TO WHOM A COURT OF COMPETENT JURISDICTION HAS AWARDED GUARDIANSHIP OR CUSTODY OF A CHILD, PROVIDED THAT A RESIDENTIAL CUSTODY ORDER SHALL ENTITLE A CHILD TO ATTEND SCHOOL IN THE RESIDENTIAL CUSTODIAN'S SCHOOL DISTRICT SUBJECT TO A REBUTTABLE PRESUMPTION THAT THE CHILD IS ACTUALLY LIVING WITH SUCH CUSTODIAN; IT ALSO MEANS THE DEPARTMENT OF CHILDREN AND FAMILIES FOR PURPOSES OF N.J.S.A. 18A:38-1(E).

Guardians					
TYPE	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
✓	Guardian 1	Ewing	Schools	609-538-9800	<a href="#">Edit Contact</a>
					<a href="#">Add new</a>

#### EMERGENCY CONTACTS (REQUIRED \*)

None (Required to Continue)

[Add new](#)

AT LEAST ONE EMERGENCY CONTACT IS REQUIRED TO SUBMIT YOUR REGISTRATION. THE GUARDIAN AND EMERGENCY CONTACT SHOULD NOT BE THE SAME PERSON.

#### ADDITIONAL CONTACTS

None

[Add new](#)

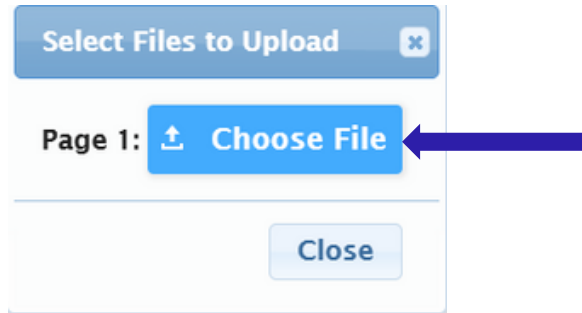
If you have entered all required contact information, click 'Next Screen' button below

[Advance to Next Screen](#)

10. Upload the required registration documentation. Click **'Select Docs...'**

[Select Docs...](#)

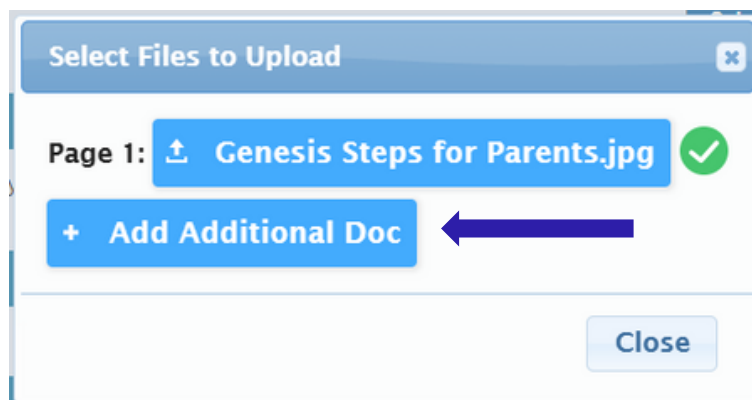
Then click **'Choose File'** to locate the file on your device.



Documents that are required will be indicated by a green **'Yes'**. If you have selected a document from your device, you will see the word **'Modified'** in red under the **'Select Docs...'** button.

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

If you have multiple files to upload in a particular section click **'Add Additional Doc'** on the selection pop up.



Before advancing to the next screen, be sure to click '**Upload Documents**' at the bottom of the page. You will know your documents have uploaded successfully if the '**Select Docs...**' button becomes an '**Edit Docs...**' button and there is a green check mark (✓) in each row that you've selected documents for.

CONFIDENTIAL REGISTRATION INFO		
Please provide Four(4) Items with your name and address for proof of residency	Yes	Edit Docs... ✓
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 Next Screen button below

Advance to Next Screen ←

If you need to swap out any of the documents you uploaded, click '**Edit Docs...**' and then click '**Remove File**'.

Registration Guidance/Main Office Info

Page 1: REGGUID-11.jpg Remove File

+ Add Additional Doc ←

Close

! AFTER UPLOADING, YOUR FILE NAMES WILL BE CHANGED TO ASSIST THE REGISTRATION STAFF IN ORGANIZATION. CONFIDENTIAL REGISTRATION FILES AND GUIDANCE/MAIN OFFICE FILES WILL BE NAMED **REGGUID** FOLLOWED BY A NUMBER. MEDICAL INFO WILL BE NAMED **REGNURSE** FOLLOWED BY A NUMBER. ANY SPECIAL EDUCATION FILES WILL BE NAMED **REGCST** FOLLOWED BY A NUMBER.

11. Lastly, you will complete a Home Language Survey. To begin, click **'Begin Survey'**

Student	Status
1. Ewing Schools	<a href="#">Begin Survey</a>

[Advance to Next Screen](#)

Answer the Yes or No questions. Once complete, click **'Finish'** and then **'Advance to Next Screen'**

**Home Language Survey**

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

2. Was the first language used by the student a language other than English? ☐ Yes ☒ No

3. Does the student speak or understand a language other than English? ☐ Yes ☒ No

**Survey Completed.**

[Finish](#)

12. Confirm that the information you have entered is correct.

**Register Students** ✓

**Contact Information** ✓

**Documents** ✓

**Home Language Survey** ✓

**Appointments** ✓

**Finalize**

Please verify that the following information is correct.

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.

**Student Information**

Student Name	Completed
Ewing Schools	Completed

**EWING WILL BE REGISTERING FOR THE 2025-26 SCHOOL YEAR IN GRADE 05**

First Name	Last Name	Age	School	School Year	
Ewing	Schools	11		2025-26	✓

**Contact Information**

**1. Ewing Schools , Guardian**

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
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13. Once you have successfully submitted the open registration application, a PDF of the application will populate on your screen. Your student's registration is **NOT** complete until you reach this barcode confirmation page.

Please print the PDF below for your own records. Thank you.

Open Registration
1 / 2
52%

A5469FDBEG

Ewing Township Public Schools Open Registration
  
Date created: 11/13/2024

Student Information

Student Name: Ewing Schools
  
Ewing will be registering for the 2025-26 school year in Grade 05
  
Gender: M
  
Place of Birth: Parent/Guardian has not provided information
  
Date of First Entry to US:

Date of Birth: 11/13/2020 (11 years old)
  
Release to NJ Family Care:
  
Date Not Enrolled in US:
  
School (if not outside NJ):
  
City:
  
Language spoken at home: English

Primary Language of student: English
  
Student previously attended any Ewing schools? If YES, PLEASE CONTACT THE CENTRAL REGISTRATION OFFICE at 609-538-5800 and 7461 to let us know that you are re-enrolling your child.
  
Do you have a legal guardian? If not, DO NOT COMPLETE THIS FORM. Only legal guardians can register students for school. Contact Central Registration at 609-538-5800 ext. 7461.
  
Check your state laws (Parent/Guardian Liability Release)(1) (Please provide documentation)
  
On what date did you move to Ewing?
  
What type of housing do you currently have?
  
If you are Homeless or Displaced, select the reason that applies.
  
Are you registering your child for a Charter School through Ewing School District?
  
If you answered YES, please list the name and address of the Charter School (When registration is

If you are unable to submit the registration application and see the following message in **RED** at the bottom of the page, you are missing required information and cannot submit the application. The missing information will be indicated on the left hand side of your screen with a red prohibited symbol (⊘). You will need to correct these errors before you can submit the registration application for review.

Ewing Public Schools On-line Registration

Register Students
Contact Information
Documents
Home Language Survey
Finalize
Logout

Please verify that the following information is correct.
  
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.

Student Information

Student Name: Ewing Schools
  
EWING WILL BE REGISTERING FOR THE 2025-26 SCHOOL YEAR IN GRADE 05
  
First Name: Last Name: Ewing Schools
  
Age: 11
  
School: School Year: 2025-26

Completed

Contact Information

1. Ewing Schools - Guardian
  
Primary Phone: 609-538-9800
  
Additional Phone 1:
  
Additional Phone 2:
  
Email: ewing@ewingschools.com
  
Address: 111 First Ave Ewing, NJ 08638

Cannot submit registration information. There are missing/bad required fields, please see the side bar to see what you are missing

Once submitted, the registrar will review your information and contact you if anything is missing. If completed in full, you will receive a confirmation email.