

CHERRY HILL PUBLIC SCHOOLS

Pre-Registration Instructions

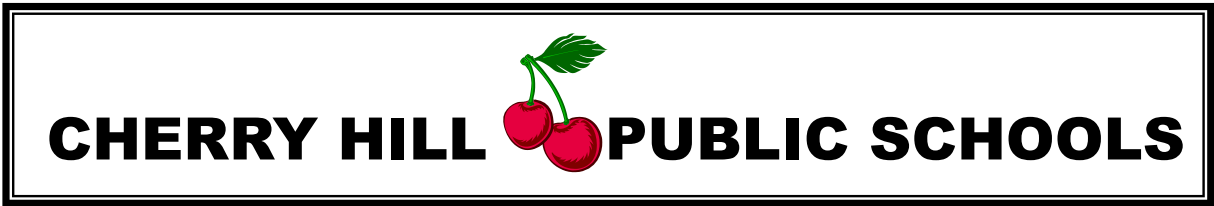
Helpful Hint – Scan or take a picture of all required documentation and save them in one folder **BEFORE** you start preregistering online.

1. Parent Photo ID (*Photo ID issued by a government, public body, or authority.*)
2. Two Parent Proofs of Residency (*Please see below.*)
3. Child's Birth Certificate or Passport
4. Most Recent Immunization Records
5. Evidence of a recent Physical Examination (*Must be submitted within 30 days of registration.*)
6. Most Recent Report Card or Transfer Card (*If applicable.*)
7. District Registration Packet
 - Proof of Domicile
 - Request for Student Records
 - Physical Exam Mandate
8. IEP or 504 Plan (*If applicable.*)
9. Custody Documentation (*If applicable.*)
10. Proof of a Negative Tuberculosis (TB) Test (*If applicable.*)

Parent Proofs of Residency:

In accordance with New Jersey Administrative Code 6A:22-3.4, **Proof of eligibility:** A district board of education representative shall accept the following forms of current documentation or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the Cherry Hill School District. **ALL documents must contain the parent's name, Cherry Hill address, and be dated within the past two months.**

- **If you own your home**, please submit TWO documents, such as: property tax bill, mortgage statement, current utility bills, financial account information, employment documentation, or any other business record or document issued by a government entity.
- **If you recently purchased your home**, please submit a copy of your Deed (1st page and signature page only), AND a copy of your Closing Disclosure (1st page and signature page only) OR a copy of your homeowner's insurance.
- **If you rent**, please submit a copy of your current signed lease, AND one (1) additional proof of residency. Examples include, but are not limited to: voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location.
- **If you live with someone who owns a house in Cherry Hill**, please download and complete the [Landlord Affidavit](#). Both the owner and tenant must submit two proofs of residency and sign the Landlord Affidavit in the presence of a Notary.



Visit Cherry Hill Public School Site <https://www.chclc.org/Page/2677>

Click on:

BEGIN THE GENESIS PRE-REGISTRATION PROCESS

Step 1 – To start a **NEW** registration, click on the image as instructed:

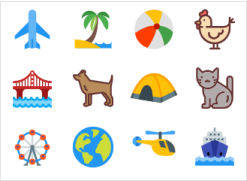
Welcome to Cherry Hill Public Schools Open Registration

The 2024-25 **Preschool** enrollment window closed Friday, March 15, 2024.

Please enter the requested information to start the Open Registration process. After you enter student and contact information, **you must click "Submit Registration Form"** at the bottom of the Review page to complete your initial registration form.

Students will not be registered until the Home Language Survey has been completed, so be sure to click the gray BEGIN button on the Home Language Survey to complete it.

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



Step 2 – CREATE an account with your email address and a password you will remember. By creating an account, you can save your information and sign in to update information and upload documentation.

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:

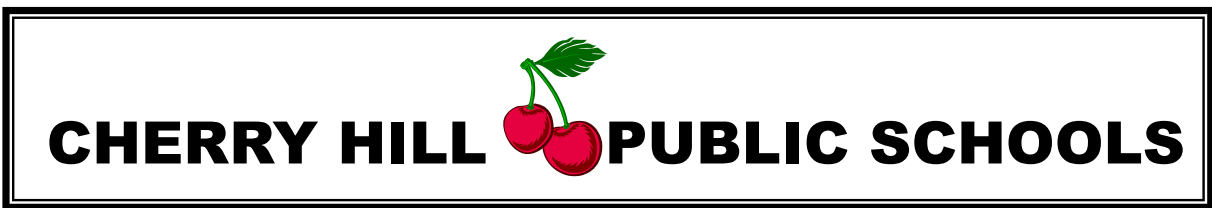
Confirm Password:

Register

Log into Existing Account

Reset Password

[Cancel](#)



Step 3 – 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.

Helpful Hint – Don’t forget to complete the Ethnicity, Race, and Military Connected Indicator sections.

Step 3 – If you have more students to register, click ‘Add Another Student’. If not, click ‘Advance to Next Screen’.

Step 4 – Add the student’s primary address and telephone number and the parent/guardian at that address. When finished, click ‘Save Primary Contact Information’.

Step 5 – Add the student’s additional Parents/Guardians, Emergency Contacts, and Other Contacts. For each additional contact you need to add, click ‘Add Additional Contact’. Once all contacts have been added, click ‘Advance to Next Screen’.

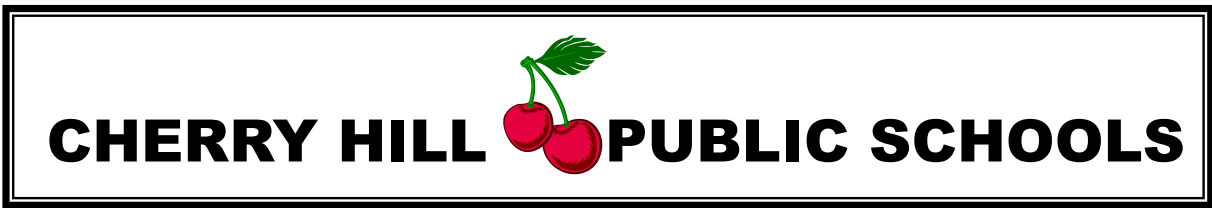
CHERRY HILL PUBLIC SCHOOLS

Step 6 – Upload the required documentation. Click ‘Upload Doc’ and locate the file on your computer. Follow the prompts and continue uploading your documents.

Documents for Test Test

Description	Required
PARENT/GUARDIAN PROOF OF RESIDENCY 1	
Upload Parent/Guardian Proof of Residency 1	Select Docs...
PARENT/GUARDIAN PROOF OF RESIDENCY 2	
Upload Parent/Guardian Proof of Residency 2	Select Docs...
PARENT/GUARDIAN PHOTO IDENTIFICATION	
Upload Parent/Guardian Photo Identification	Select Docs...
STUDENT ORIGINAL BIRTH CERTIFICATE OR PASSPORT	
Upload Student Original Birth Certificate or Passport	Select Docs...
PROOF OF DOMICILE	
Upload Proof of Domicile	Select Docs...
IMMUNIZATION RECORDS	
Upload Universal Child Health and Immunization Records	Select Docs...
UNIVERSAL CHILD HEALTH	
Upload Child's Medical History, School Nurse Health Record Update, Health History, and Health Survey Forms	Select Docs...
PHYSICAL EXAM MANDATE	
Upload Physical Exam Mandate	Select Docs...
MOST RECENT REPORT CARD/STANDARDIZED TEST RECORDS	
Upload Most Recent Report Card/Standardized Test Records	Select Docs...
IEP DOCUMENTS	
Upload IEP Documents	Select Docs...
504 DOCUMENTS	
Upload 504 Documents	Select Docs...
LANDLORD AFFIDAVIT	
Landlord Affidavit	Select Docs...
REQUEST FOR STUDENT RECORDS	
Upload Request for Student Records	Select Docs...

Upload Documents



Step 7 – If successful, it will note “successfully uploaded” and you can click on ‘Advance to Next Screen’.

Step 8 – Complete the Language Survey for each student by clicking ‘Begin Survey’. Answer the Yes or No questions. Once complete, click ‘Close’ and then ‘Advance to Next Screen’.

You must complete the survey in order for the registration to be completed.

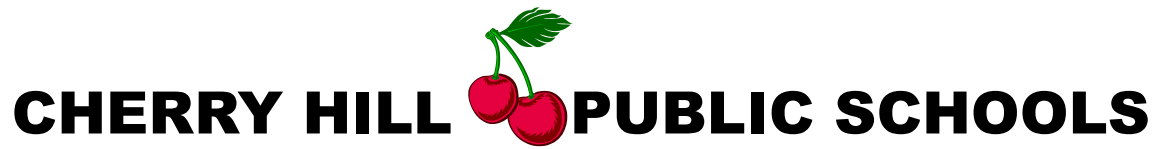
A screenshot of a web application interface titled "Home Language Surveys". It features a table with two columns: "Student" and "Status". The first row of the table contains the text "1. Test Test" under the "Student" column and a blue button labeled "Begin Survey" under the "Status" column. Below the table is a large green button labeled "Advance to Next Screen".

Student	Status
1. Test Test	Begin Survey

[Advance to Next Screen](#)

Step 9 – Review that the information you submitted is correct. If you need to make any changes, you can click the appropriate ‘Edit’ buttons.

Step 10 – Once you enter your email address and password, click ‘Submit Registration Information’. If successful, you will be redirected to your registration PDF and will receive a separate email confirmation.



Our office is then notified that a new student pre-registered and we will reach out to you via the email you provided.

If you need to log into the account again visit

<https://genesis.chclc.org/genesis/openReg?tab1=account&action=form>

And click on

Log into Existing Account

Once there, click on 'Or Click Here To Continue Previous Registration'. Follow the prompts to complete the registration.

If you have any questions, please call our department at **856-429-5600 x 4429**