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## ***Online Registration Instructions***

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

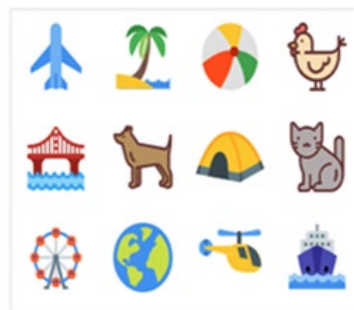
To Complete the registration for each student, you will need:

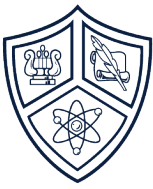
- Key student information (e.g., name, date of birth, address, etc.)
- Proof of residency (requirements are outlined on the website and at the end of this document)
- Universal Child Health Record, including a current immunization record and a physical completed within 365 days of school entrance
- Original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

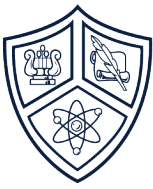
**Anticipated Grade Level** – please select the correct anticipated grade level. Students will only be admitted to a grade level in which they are eligible to attend in accordance with Board of Education [Policy 5112](#). Please note that the requirement for kindergarten entrance is that the child must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



973-361-0808



25 School House Road Randolph, New Jersey 07869



### School

Registering for School Year:\* 2025-26 ▾

Select the school your child will attend: CG - Center Grove Elementary ▾

Anticipated Grade Level:\* i KF ▾

### StudentInfo

Student First Name: (Legal) \*

Student Preferred First Name

Middle Name:

Student Last Name:\*  Suffix: ▾

Nick Name:

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”

Primary Address (Required\*)

Add Primary Address and Primary Parent/Guardian

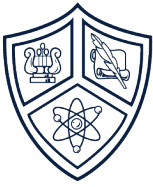
Add the student’s information and primary guardian’s information. Once complete, select “Save Contact”.



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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:\***  Home

Additional Phone:  Home

Additional Phone 2:  Home

**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

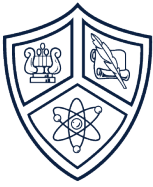
If you have entered all required contact information, click 'Next Screen' button below



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## **Documents tab**

Specific documents are required for admission into Randolph Township Schools. All documents are required to be uploaded in **PDF format**. 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)

### *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).

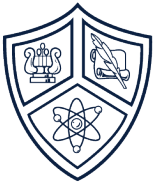
**Moving to Randolph:** Where a student is not currently domiciled in Randolph but intends to be domiciled in Randolph within 60 days, an affidavit (Domicile Affidavit), certified check for two months of tuition, and copy of a signed contract, will be accepted in lieu of other residency documents. Upon 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.

- Utility Bills (e.g. electric, gas, oil, water, sewer, cable, internet)
- Lease (required when residing in district under a lease)
- Mortgage
- Bank Statement/Financial Statement
- Deed
- Property Tax Bills
- 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 (cell phone, medical, etc.)
- Cancelled Checks (not voided)
- Medical Reports
- Counselor or Social Worker Assessments
- Employment Documents
- Unemployment claims
- Benefit Statements
- Documents Pertaining to Military Status and Assignment



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## **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 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”.

**Begin Survey**

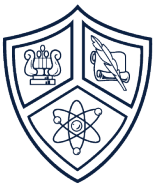
Answer each of the questions related to languages spoken at home. Upon completing all the questions, click on “Advance to Next Screen”.



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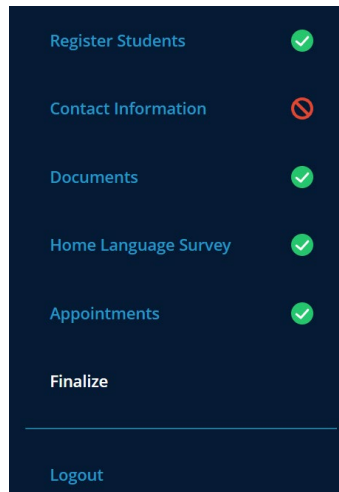


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## **Finalize Registration Information tab**

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, [Randolph Township Schools District](#) . Click on register and Login to Existing Account.

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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