Parent Registration User Guide

Created 2/22/24

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Welcome to Washington Township Public Schools!

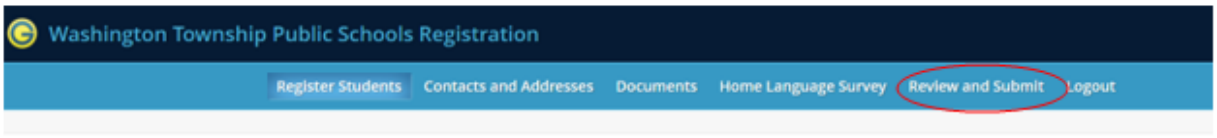
Before you Begin

Please be sure to have all information available before you begin:

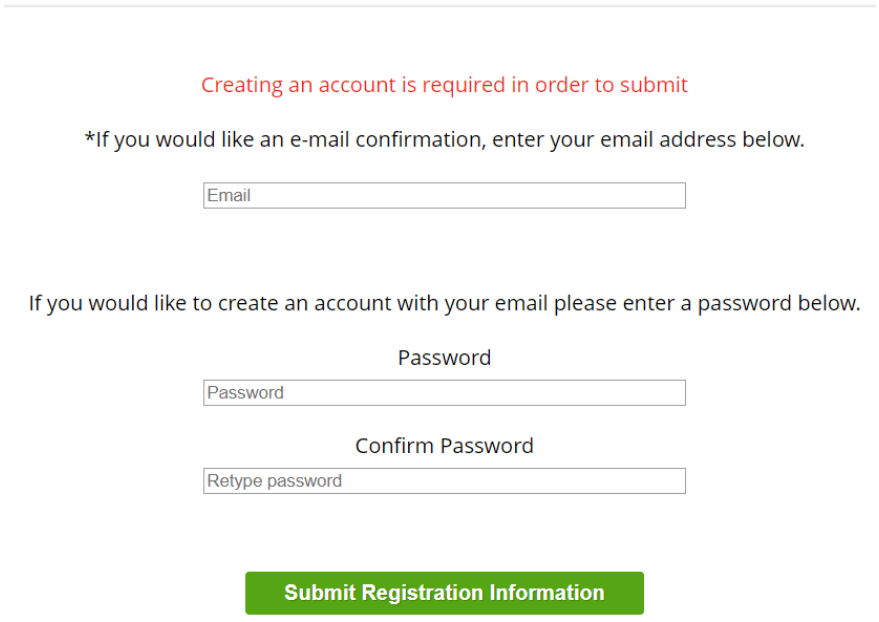
- Parent/Guardian photo identification
- A current photo of your child(ren)
- Your child(ren)'s birth certificate
- Three proofs of residency (dated within the last 60 days)
- Your child's immunization records

To begin the registration process, visit the Washington Township Public Schools' **Open Registration link**.

Please note: Once you begin completing your registration, should you need to stop and want to save what you have already done, simply click on the "Preview and Submit" tab. You must input information for at least one student in order to create an account.



Scroll down toward the bottom of the page to create an account. Enter your email address and create a password. Click on "Submit Registration Information".

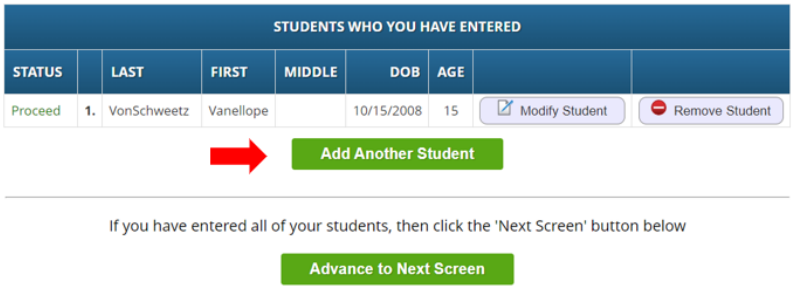


To return to your registration, access the portal by clicking on the registration link provided to you. Click on "Or Click Here To Continue Previous Registration", enter your email address and the password you created. You can now continue completing the registration.

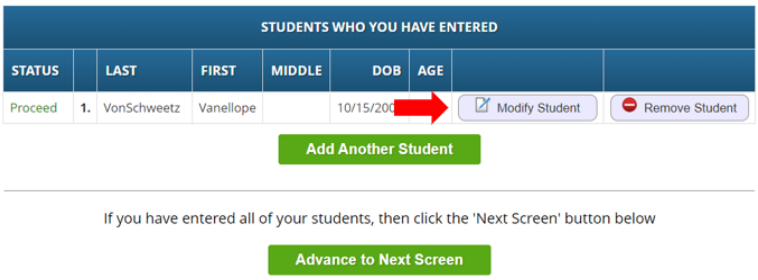


Register Students

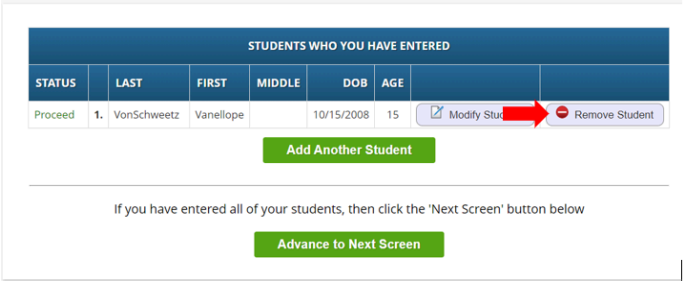
1. Follow the instructions on the screen by choosing the object instructed to proceed.
2. Read the "Eligibility for Enrollment" statement. Once you have read this information, click on "Add Student".
3. Fill out the form and then click on "Save Student" at the bottom of the screen.
4. If you have another student to enroll, click on "Add Another Student".



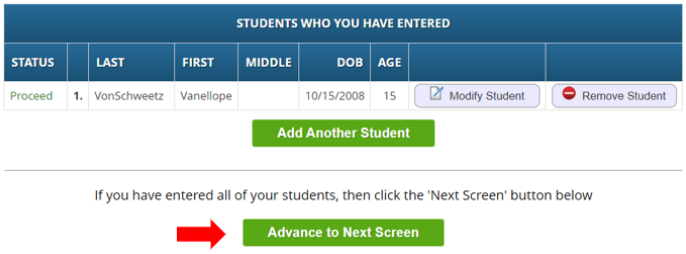
5. If you would like to modify the information you entered, click on "Modify Student". This will populate the information you previously entered. Modify the information as needed. When you are finished, click on "Save Student".



6. If you would like to remove a student, click on "Remove Student".

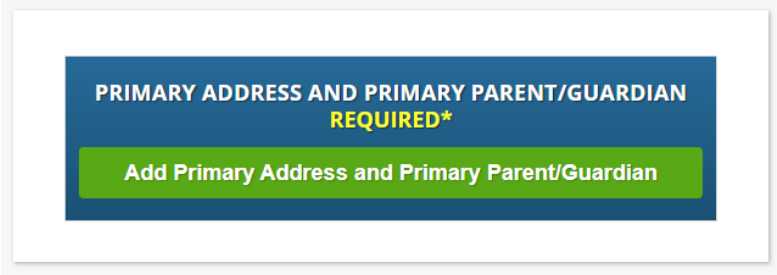


7. Once you have entered all of your students, click on "Advance to Next Screen".



Contacts and Addresses

1. Next you will enter Guardian and Emergency Contact information. Please enter contact information for all parents/legal guardians. We also ask that you provide at least three (3) emergency contacts who have permission to be contacted and/or pick up your child from school. To begin entering this information, click on "Add Primary Address and Primary Parent/Guardian".



2. Enter the student's primary address along with the contact information for the guardian at the primary address. Click "Save Primary Contact Information".

3. On this screen you will have the option to modify the information you entered for the Primary Guardian and add additional Parent/Guardian information.
    a. If you need to modify the information you have already entered, click on "Modify" next to the guardian information.

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN REQUIRED*					
	STREET NUMBER	STREET NAME	CITY	STATE	
Primary Address	5	Sweet Drive	Sewell	NJ	
	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
Primary Guardian	Mrs.	Candy	VonSchweetz	856-555-5555	Modify

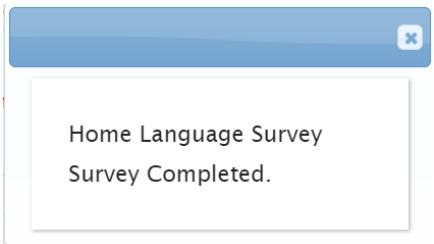
    b. To add additional Parent/Guardian information, click on "Add Additional Parent/Guardian". Be sure to save the information you enter by clicking on "Save Additional Parent/Guardian Information". You can add up to four Parents/Legal Guardians. Please be sure to ONLY add parents and legal guardians. ***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).**
    c. After you have entered all Parent/Guardian information, click on "Add Additional Emergency Contact". Enter the information and click on "Save Additional Emergency Contact Information" to save the information. You can enter as many emergency contacts as you would like, but we ask that you enter at least three.
    d. Once you have entered all Parent/Guardian and Emergency Contact information, click on "Advance to Next Screen".

Documents

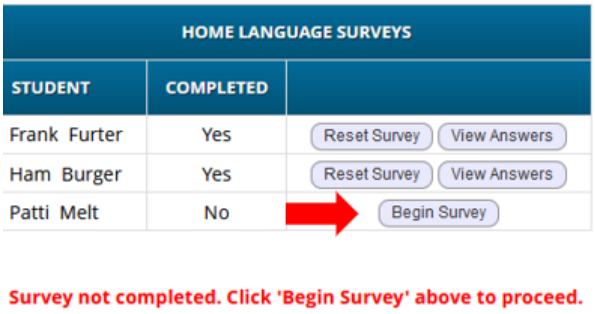
1. On this screen you can upload the necessary documents needed to register your child. To upload a document, click on "Upload Doc" and then click "Choose File". Choose your file and then click on "Upload File".
2. If you need to remove a document that you already uploaded, simply click on "Remove Doc".
3. Once you have uploaded all your documents, click on "Advance to Next Screen".

Home Language Survey

1. To begin the Home Language Survey, click on "Begin Survey".
2. Answer each question accordingly. When you have completed the survey, you will receive the following message:



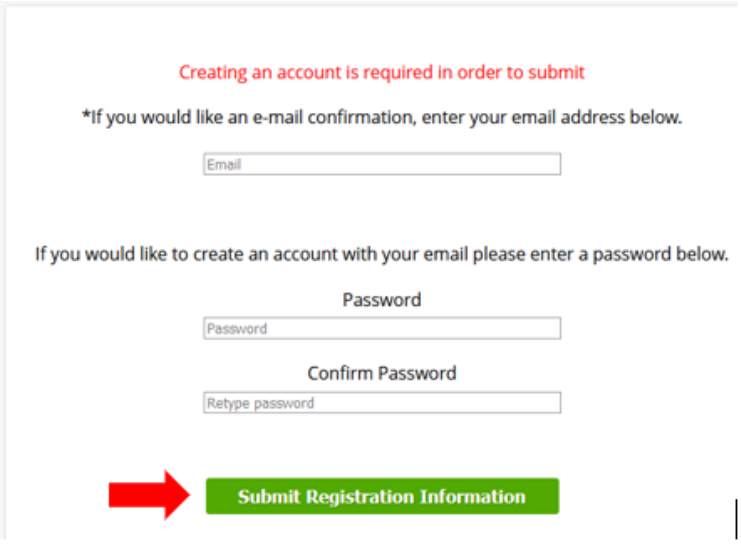
3. Click on the “X” to continue. If you have multiple children, you will need to answer the survey for each child. Simply click on “Begin Survey” to begin the survey.



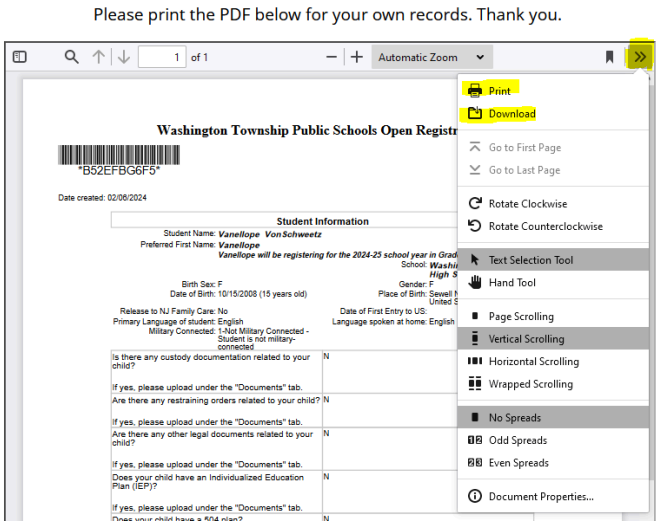
4. When you have completed the survey for each child, click on “Advance to Next Screen”.

Review and Submit

1. This screen will provide you with an overview of the information that you submitted. If you need to edit any information, click on the green “Edit” button at the bottom of each section.
2. Once you have reviewed your information, you must create an account in order to submit the registration application. Scroll to the bottom of the page and enter your email address and create a password. Enter your information and click “Submit Registration Information”.



3. Once you have successfully submitted the open registration application, a PDF of the application will populate on your screen. Please print or download and save a copy of the application by clicking on the ">>" icon in the upper right hand corner.

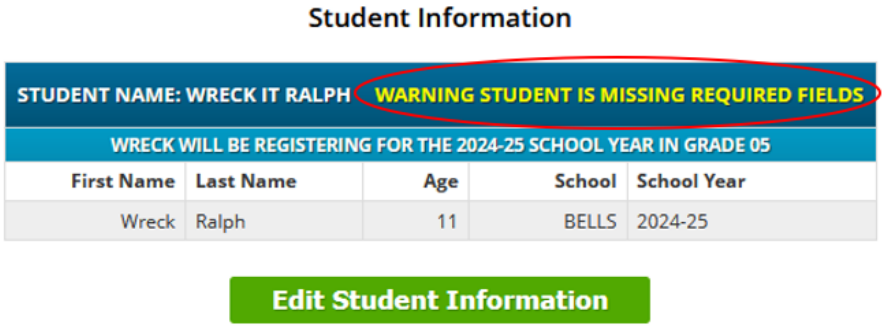


*Note: If you are unable to submit the registration application and see the following message at the bottom of the page, you are missing required information and cannot submit the application:

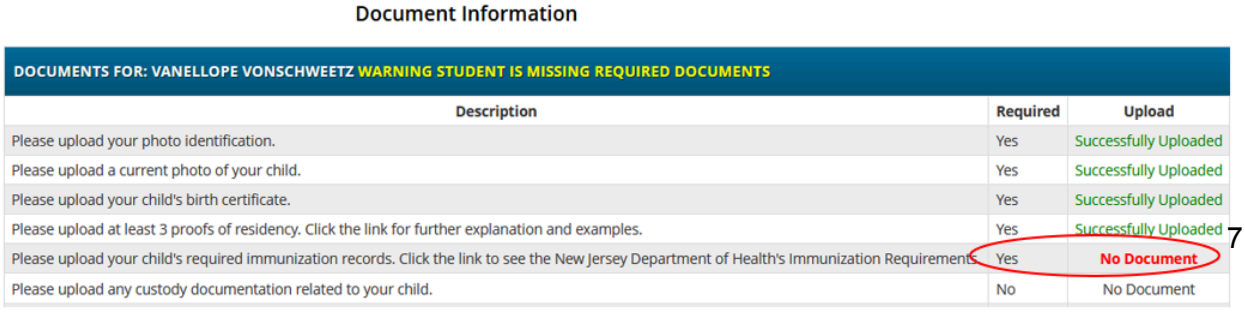
Cannot submit registration information There are missing/bad required fields for one or more of the following: students, contacts, documents, home language survey

The information you are missing will be notated on the "Review and Submit" screen. See examples below:

Example 1 - Student information is missing. Warning is noted in yellow:



Example 2 - Required document was not uploaded. "No Document" noted in red:



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.

If you need to schedule an in-person appointment to complete your open registration or to submit your documents, do so at this link.

If you have questions regarding the online process please email our Help Desk at genesishelp@wtps.org.