

Chesterfield Township School District



Little Dragons Preschool Program

District Preschool Registration Guide

Chesterfield Elementary School & iGo STEM Academy



Welcome to the Little Dragons Preschool program!

In accordance with State and district policies, all students must be fully registered prior to their first day of attendance. Please follow all the required steps below. *Please note: Incomplete registration items will be returned for correction and may delay your child's start date if not completed during the registration window.*

Questions or concerns may be directed to preschool@chesterfieldschool.com

Step 1: Required Documents

Please prepare the required registration documents (save as PDF files). You will be required to upload **all** required documents in Step 3. *If you do not have all documents prepared, you will not be permitted to submit registration in Step 3.*

1. Copy of Original Birth Certificate
 - a. *Once accepted, you will be required to bring in the Original Birth Certificate with a raised seal for review by the district front office staff.*
2. Copy of Deed or Lease Agreement with Chesterfield/Crosswicks Address
3. First Proof of Physical Residency (example: Utility Bill, Driver's License, etc.)
4. Second Proof of Physical Residency (example: Utility Bill, Driver's License, etc.)
5. [Health History Questionnaire](#)
6. [Health Insurance & Physical Form](#)
7. [Consent for Approved Medication Form](#)
8. [Health Information Release Form](#)
9. Photo of Student
10. [Bus Safety Contract](#)

To be completed by your child's physician & submitted by parent:

11. [Universal Child Health Record](#) (print / submit to your child's physician for completion)
12. Immunization Records

Step 2: Optional Documents (if applicable to your child)

1. [Medication Administration Form](#)
2. [Asthma Action Plan](#)
3. [Food Allergy Action Plan](#)

**You may be asked to submit [Authorization to Release Student Records](#) – N/A - submit blank form*

****You must have all above forms ready for upload before starting online registration in Step 3. If you are missing a required item, you will be prompted to re-enter all information at a later time.****

[Genesis - School District Registration](#)

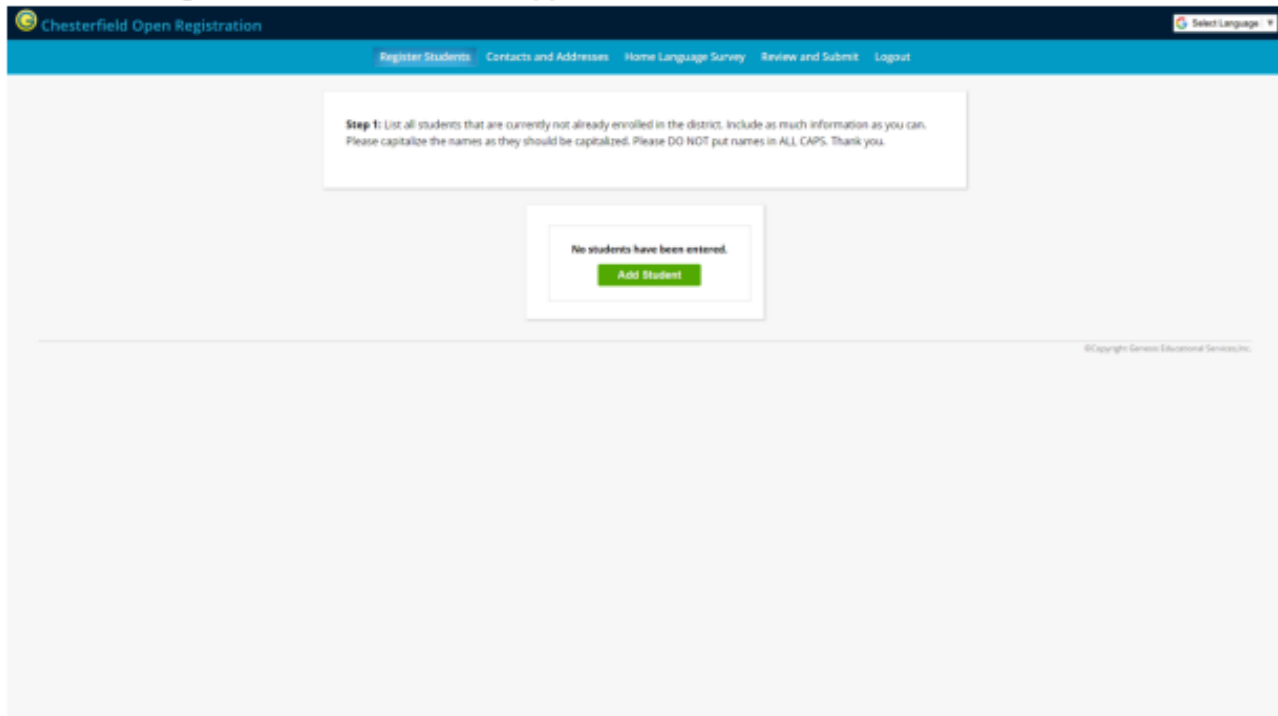
Genesis Online Registration Steps

1. After clicking the link, the following screen will appear:



Click on the requested item to get started.

2. A "Register Students" screen will appear that looks like this:



Click the GREEN “Add Student” button

3. The following “Add Student” window will appear:

Add Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
*** DENOTES REQUIRED FIELDS**

Registering for School Year:

Anticipated Grade Level: [Missing grade level?](#)

Student First Name:

Middle Name:

Student Last Name: Suffix:

Ethnicity: ☐ Hispanic ☐ Not Hispanic

Select one or more races: ☐ White ☐ Black ☐ American Indian / Alaskan ☐ Asian ☐ Hawaiian native/other Pacific Islander

Gender:

Municipality: CHESTERFIELD

Date of Birth: Age:

City of Birth:

State of Birth:

Country of Birth:

Date First Enrolled in US School (if born outside the US):

Date of First Entry to US:

Primary Language spoken by student:

Language spoken by family at home:

Military Connected Indicator: ☐ Not Military Connected - Student is not military-connected ☐ Active Duty - dependent of a member of the Active Duty Forces (full Time: Army Navy Air Force Marine Corps or Coast Guard)

Insurance Provider:

Has Med Insurance?: ☐ Yes ☐ No ☐ Unknown

Release to NJ Family Care: ☐ Yes ☐ No ☐ Unknown

Save Student **Cancel**

Add **ALL** requested data. It should look something like this:

Add Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
*** DENOTES REQUIRED FIELDS**

Registering for School Year: 2020-21

Anticipated Grade Level: K [Missing grade level?](#)

Student First Name: Chester

Middle Name:

Student Last Name: Draper Suffix:

Ethnicity: ☐ Hispanic ☒ Not Hispanic

Select one or more races: ☐ White ☐ Black ☐ American Indian / Alaskan ☐ Asian ☒ Hawaiian native/other Pacific Islander

Gender: Male

Municipality: CHESTERFIELD

Date of Birth: 01/07/2015 Age: 5

City of Birth: Chesterfield

State of Birth: NJ

Country of Birth: United States

Date First Enrolled in US School (if born outside the US): 01/07/2015

Date of First Entry to US: 01/07/2015

Primary Language spoken by student: English

Language spoken by family at home: English

Military Connected Indicator: ☒ Not Military Connected - Student is not military-connected ☐ Active Duty - dependent of a member of the Active Duty Forces (full Time: Army Navy Air Force Marine Corps or Coast Guard)

Insurance Provider: Aetna

Has Med Insurance?: ☒ Yes ☐ No ☐ Unknown

Release to NJ Family Care: ☐ Yes ☒ No ☐ Unknown

Save Student **Cancel**

Click on the “Save Student button at the bottom of the screen.

4. After completing Step 3, the following screen will appear:

Step 1: List all students that are currently not already enrolled in the district. Include as much information as you can. Please capitalize the names as they should be capitalized. Please DO NOT put names in ALL CAPS. Thank you.

STATUS	LAST	FIRST	MIDDLE	DOB	AGE	
Completed	1	Dragon	Chester	1/17/2015	5	☐ Add Another 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

If you are only registering one incoming student, click on the GREEN “Advance to Next Screen” button.

If you are registering twins, triplets, etc., click on the GREEN “Add Another Student” button. The following screen will appear:

Add Student

FILL OUT THIS FORM AND THEN HIT THE "SAVE STUDENT" BUTTON
* DENOTES REQUIRED FIELDS

Registering for School Year:

Anticipated Grade Level:

Student First Name:

Middle Name:

Student Last Name: Suffix:

Ethnicity: ☐ Hispanic ☐ Not Hispanic

Select one or more races: ☐ White ☐ Black ☐ American Indian / Alaskan ☐ Asian ☐ Hawaiian native/other Pacific Islander

Gender:

Municipality:

Date of Birth: Age:

City of Birth:

State of Birth:

Country of Birth:

Date First Enrolled in US School (if born outside the US):

Date of First Entry to US:

Primary Language spoken by student:

Language spoken by family at home:

Military Connected Indicator: ☐ Not Military Connected - Student is not military-connected ☐ Active Duty - dependent of a member of the Active Duty Forces (full Time: Army Navy Air Force Marine Corps or Coast Guard)

Insurance Provider:

Has Med Insurance: ☐ Yes ☐ No ☐ Unknown

Release to NJ Family Care: ☐ Yes ☐ No ☐ Unknown

Save Student **Cancel**

Fill out all requested data for the additional child and click the “Save Student” button at the bottom of the screen. Repeat step 4.

5. After completing Step 4, the following screen will appear:

Click on the GREEN “Add Primary Address and Primary Parent/Guardian button. The following screen (Contacts and Addresses) will appear:

Fill in all requested information. Click on the “Save Primary Contact Information” button at the bottom of the screen.

6. Once completed, the following screen will appear:

From here, you can modify the primary parent/guardian, add additional parents/guardians, enter emergency contacts and enter other contacts.

At a minimum, you should add one “Parent/Guardian”, one “Emergency Contact” and one “Additional Other Contact”.

When you are done entering all contact info, click on the GREEN “advance to Next Screen” button.

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN
REQUIRED*

	STREET NUMBER	STREET NAME	CITY	STATE	
Primary Address	123	Main St.	Chesapeake	NJ	
	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
Primary Guardian	Mrs.	Mama	Dragon	609-555-1212	Modify

[ENTER ADDITIONAL PARENTS/GUARDIANS](#)
[Add Additional Parent/Guardian](#)

ENTER EMERGENCY CONTACTS
AT LEAST ONE REQUIRED*

	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE		
Emergency 1	Mrs.	Grandma	Dragon	609-298-1212	Modify Contact	Delete Contact

[Add Additional Emergency Contact](#)

ENTER OTHER CONTACTS
AT LEAST ONE REQUIRED*

	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE		
Contact 1	Miss	Auntie	Dragon	609-123-4567	Modify Contact	Delete Contact

[Add Additional Other Contact](#)

8. Documents

At this point, you will be required to upload all the documents from Step 1. **You will not be able to continue to the next step unless you upload ALL the documents on this page.**

All documents must be uploaded.

DESCRIPTION	Required	Upload Doc	No Document
Form of Birth Certificate (Chesapeake residents use 5402 for birth to residency)	Yes	Upload Doc	No Document
1st proof of residency will be a utility bill (water, electric, gas)	Yes	Upload Doc	No Document
2nd proof of residency will be a property tax record (water, gas)	Yes	Upload Doc	No Document
Copy of letter or lease agreement	Yes	Upload Doc	No Document
Authorization to Release Student Records (FERP Release)	Yes	Upload Doc	No Document
Real ID/ID Card/Driver License	Yes	Upload Doc	No Document
Consent Release of Information (FERP Release) Consent	Yes	Upload Doc	No Document
Consent 2008 Health Release completed by the school district/government body (complete before uploading)	Yes	Upload Doc	No Document
Health History Questionnaire (FERP Release)	Yes	Upload Doc	No Document
Immunization Records	Yes	Upload Doc	No Document

If you have uploaded all of your documents please click the Next Screen button below.

[Advance to Next Screen](#)

9. Home Language Survey

When finished with Step 8, the following screen will appear:

The screenshot shows the 'Home Language Survey' progress screen. At the top, a navigation bar includes 'Register Students', 'Contacts and Addresses', 'Home Language Survey', 'Review and Submit', and 'Logout'. The main content area features a progress bar with 'STUDENT INFORMATION' and 'COMPLETED' sections. Below the progress bar, a message states: 'Please verify that the following information is correct. Please verify that all information is correct.' At the bottom, there is a green button labeled 'Advance to Next Screen'.

Click the “Begin Survey” button and answer the questions as prompted.

Once the survey is completed, the following screen will appear:

This screenshot is identical to the previous one, showing the 'Home Language Survey' progress screen with the 'Advance to Next Screen' button.

Click the GREEN “Advance to Next Screen” button

10. When step 9 is complete, the following screen will appear:

The screenshot displays the 'Student Information' and 'Contact Information' verification screen. The top navigation bar includes 'Register Students', 'Contacts and Addresses', 'Home Language Survey', 'Review and Submit', and 'Logout'. The main content area is divided into two sections. The first section, 'Student Information', contains a table with the following data:

First Name	Last Name	Age	School	School Year
Chester	Dragon	5		2020-21

Below the table is a green button labeled 'Edit Student Information'. The second section, 'Contact Information', contains three tables for different contacts:

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
800-298-4000			olucourner@chesterfield.k12.us	1 Main Street Chesterfield, NJ 08033

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
609-958-1212				

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address

Verify and edit information as needed, then **SCROLL DOWN**. You will see the following:

The screenshot shows a registration form with three sections for dragons: 1. MR. MARCH DRAGON, 2. MRS. GRANDMA DRAGON - EMERGENCY, and 3. MR. BROTHEN DRAGON. Each section has fields for Primary Phone, Additional Phone 1, Additional Phone 2, Email, and Address. Below these sections is a green 'Edit Contacts' button. Further down is a 'Home Language Survey Information' section with a 'Student' dropdown (set to 'Chester Dragon') and a 'Completed' checkbox (checked). Below this is a green 'Edit Survey' button. At the bottom, there is a text prompt: 'If you would like an e-mail confirmation, enter your email address below.' followed by an email input field and a green 'Submit Registration Information' button.

Add your e-mail address to receive a confirmation e-mail and to submit the registration information. When finished, click the GREEN “Submit Registration Information” button.

A window similar to the following will appear:

This screenshot shows the same registration form as before, but with a confirmation dialog box overlaid in the center. The dialog box has a green question mark icon and asks: 'Are you sure you would like to submit this form?'. It has 'OK' and 'Cancel' buttons. Below the dialog box, the 'Edit Survey' button and the email confirmation section are still visible.

Click on the OK button

Another window will appear:

This screenshot shows the registration form with a confirmation dialog box overlaid. The dialog box asks: 'A confirmation will be sent to marcheg@spartanhs.com, is this correct?'. It has 'OK' and 'Cancel' buttons. The background form shows the email field filled with 'marcheg@spartanhs.com'.

Click on the OK button again.

[illegible]

have this for your records. The Main Office will also receive a copy.