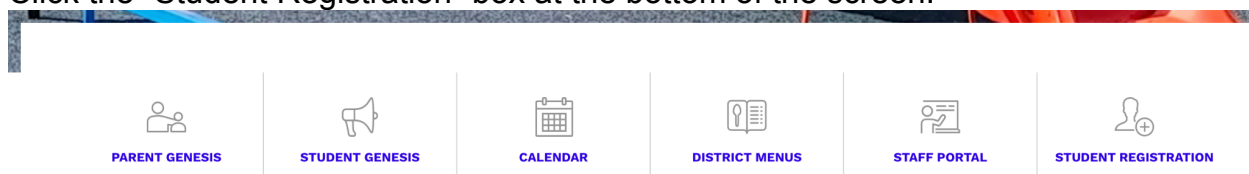


KELC Online Registration Instructions

Prior to registration make sure you have ALL of the required documents:

- Original Birth Certificate
- Immunization Record
- Physical Exam performed after July 1 of the previous year
- 4 proofs of residency
- State issued Photo Identification (driver's license/ government issued i.d.)
- Student Transfer Card - (only if you were registered at another school prior to coming to our school)
- Record Release Document - (only if you were registered at another school prior to coming to our school; located in Document Library)
- Residency Information Form (located in Document Library)

1. Go to www.keansburg.k12.nj.us.
2. Click the "Student Registration" box at the bottom of the screen.



3. Scroll to the middle of the screen and click "New/ Returning Student Registration Portal."

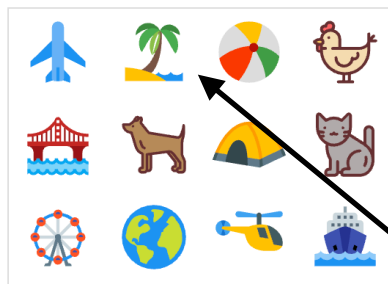
Register your Student

Be sure to create a Genesis Account after adding your first student to ensure that your information is saved.

- [New/Returning Student Registration Portal](#)

4. Click on the requested item for security purposes. For example, this says "BEACH" so click the beach. The computer will ask for different items.

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



5. Enter your email. Create a password. Confirm your email.
6. Click the green “Add Student” Button.
7. Under **School**, click the drop down arrow under “Registering for School Year” and change school year to “2026-2027.”
Under “Anticipated Grade Level” click the drop down arrow and
Choose 3F for a student entering our program as a 3 year old student OR
Choose 4F for a student entering our program as a 4 year old student.

School

Registering for School Year:

Anticipated Grade Level:* 

8. Make sure to type in all appropriate information. If you miss anything, you will be redirected to complete the missed section.

NOTE: If you see any of the following icons, you must include a picture of the document that is being requested. This can be done by using our tablet and hitting the upload button.

