

Online Registration Instruction

Click here to access the [Tenaflly School District](#) 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 Proof of Residency Document)
 - Lease, deed, mortgage statement or property tax bill
 - Utility bill, bank statement or another official document showing your name and current Tenaflly address
- ✓ Universal Child Health Record, including a current immunization record and a physical exam completed within 365 days of school entrance
- ✓ Birth certificate(s), or passport(s) if your child was born outside the United States
- ✓ Picture identification for Parent/Guardian(s)
- ✓ Any IEP, 504 Plan, or custody documents (if applicable)
- ✓ Student School Records (Officially translated – transcript and/or report cards)

Click the requested picture to begin registration.

WELCOME to TENAFLY PUBLIC SCHOOLS ONLINE REGISTRATION

**** 2026-27 REGISTRATION IS NOW OPEN ****

ALL DOCUMENTATION IS NEEDED TO COMPLETE ALL REGISTRATIONS

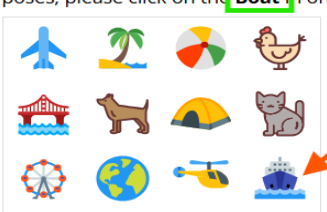
2026-2027 Kindergarten – 12th Grade Registration remains open

IMPORTANT INFORMATION

All incoming Kindergarten students must be five (5) years old on or before October 15th of the enrollment school year.

- You must be domiciled in Tenaflly (or Alpine for high school) to register your student(s).
- Registration cannot be completed, and your student(s) will not be enrolled, until ALL required documents are received.
- All required documentation must be brought to the Board of Education office on your appointment date ONLY.
- Before logging out, click on the "Review and Submit" button. You will receive a confirmation email with a documentation requirement check list.
- Residency documentation requirements can be found on our website tenafllyschools.org
- If you have any questions, please email the District Registrar: registrar@tenaflly.k12.nj.us

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



Create a Registration Account:

The next screen is where you will create your **registration** account. This will not create a parent portal account. ** Please note, the email you use here is where correspondence will go for registration information. If you are returning to finish a started registration, please click “Log into Existing 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:

[Register](#)

[Log into Existing Account](#) [Reset Password](#)

[Cancel](#)

Register Students:

To get started with a new registration, select the “Add Student” Button.

Step 1:

WELCOME TO THE TENAFLY SCHOOL DISTRICT'S REGISTRATION PORTAL!

Please click on "Add Student" below to begin the process. Enter all required information for each student you are registering.

IMPORTANT* You MUST click "Review and Submit" to save your work, even if you are not finished with your application *IMPORTANT

No students have been entered.

[Add Student](#)

For each student, a series of questions will populate that must be answered.

Ensure to enter accurate information for each question.

School Year - Please select the correct school year. Students will only be admitted for school years in which they are eligible to attend.

School placement – Elementary school placement will populate based on your residence, but may change due to population in the building. Attending school will be assigned by the district registrar based on space.

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, for kindergarten entrance, the child must be five years old on or before October 15 of the year of entrance.

School	
Registering for School Year:*	2024-25 ▾
School placement is based on residential zone. School will be assigned by the registrar	▾
Anticipated Grade Level:*	i ▾

StudentInfo	
Student First Name: (Legal) *	▬
Student Preferred First Name	▬
Middle Name:	▬
Student Last Name:*	▬ Suffix: ▾
Ethnicity:*	☐ Hispanic ☐ Not Hispanic
Select one or more races:*	☐ White ☐ Black or African American ☐ American Indian or Alaska Native ☐ Asian ☐ Native Hawaiian or Other Pacific Islander
Gender at Birth:*	▾
Gender Preference:	▾

Questions with an * are mandatory, and must be completed. Once all questions have been completed, please click “Add Student” at the bottom of the screen.

I hereby affirm that I am the parent/legal guardian of this student and attest that all information above is true and accurate. (type parent/guardian name in box)	*	▬
Cancel Add Student		

Repeat this process for any additional students in the same family.

Click “Add Another Student”

If no other students are to be added,
click “Advance to Next Screen”

Students who you have entered					
Status	Last	First	Middle	DOB	Age
Missing fields 1.					
					Modify Student
					Remove Student
Add Another Student					

Contact Information:

Click on “Add Primary Address and Primary Parent/Guardian”

Step 2:

A legal residence must be entered as the primary address.

IMPORTANT* You MUST click "Review and Submit" to save your work, even if you are not finished with your application *IMPORTANT

Primary Address (Required*)

[Add Primary Address and Primary Parent/Guardian](#)

In the next screen, you will add Guardian 1 information. Please make sure all Guardian 1 information is accurate and complete. Once this information is complete, click on “Add Contact”

Adding 1st Guardian Contact

Section 1: 🏠 Add the Student's Primary Address

House #:*

Street Name:*

Apt #:*

City:*

State:*

Zip Code:*

County:

Section 2: 👤 Guardian at Primary Address

Prefix:*

First Name:*

Last Name:*

Relationship to Student:*

Primary Phone:*

Additional Phone:

Additional Phone 2:

Primary Email:*

[Cancel](#)

[Add Contact](#)

You will be prompted to review Guardian information, as well as to add other guardians, and at least one Emergency Contact. **Do not add Guardian 1 and/or 2 as an Emergency Contact.**

Step 3: Review the Guardians that you have entered and add any other contacts you would like to include. Please include at least one Emergency contact. Do not add Guardian 1 or 2 as an emergency contact.

Close

You will see the Guardian and Emergency Contact information you entered on this screen:

Primary Address (Required*)

	STREET NUMBER	STREET NAME	CITY	STATE
✓	15	Atwood Avenue	Tenafly	NJ

Guardians

	TYPE	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
✓	Guardian 1	Mrs.	Katherine	Leuck	201-816-4544	Edit Contact

Add new

EMERGENCY CONTACTS (REQUIRED *)

None (Required to Continue)

Add new

ADDITIONAL CONTACTS

None

Add new

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

Advance to Next Screen

Document Upload

Several documents are required to register your student and must be uploaded, individually, in order to complete the registration process. ****Please note, if you do not upload documents, finalization of your registration will not happen and your student is not considered registered yet.**

- 1) A lease, deed, mortgage statement or property tax bill
- 2) Two (2) additional proof of residency - either a utility bill, bank statement or another official document showing your name and current Tenafly address (refer to the Additional Proofs of Residency on the district Registration webpage)
- 3) Parent/guardian photo ID.
- 4) Birth certificate(s), or passport(s) if your child was born outside the United States
- 5) Health Record forms with up-to-date immunizations must be completed by your child's doctor and reviewed by the school nurse before a student may enter school. (If entering from outside the U.S., a physical is needed within 30 days; if entering from within the U.S., a completed physical exam form within a year prior to the registration, date must be submitted.)
- 6) For **Middle and High School** students - previous **school transcript** is required. For **Elementary** students - recent **report card** is required. (These documents must be **officially translated into English** and are expected at the time of registration.)
- 7) If applicable, custody documents, previous IEP or previous 504

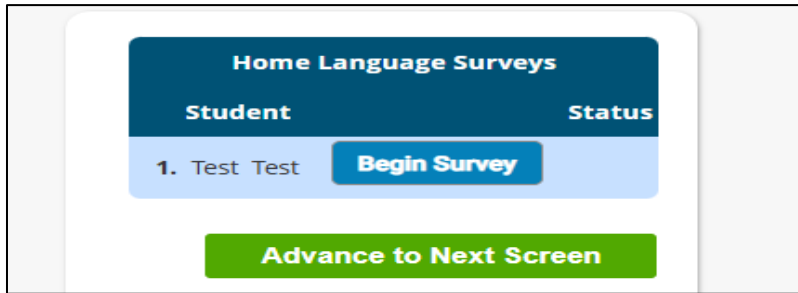
Documents for Test Ate

Description	Required	
REGISTRATION DOCUMENTS		
REQUIRED for HOMEOWNERS ONLY: Deed, Mortgage Closing Statement or Tenafly Property Tax Statement REQUIRED for RENTERS ONLY: Copy of current school year, fully executed lease (with all signatures)	Yes	Select Docs...
REGISTRATION DOCUMENTS		
REQUIRED for ALL Families: Additional Proofs of Residency consisting of documents indicating Parent/Guardian's name and Tenafly address Required: One current utility bill or work order (Power, Water or Internet), AND/OR One ONLY of the following: checking/savings bank statement, NJ vehicle registration OR additional utility bill/work order **COPY OF ADDRESS PAGE ONLY**	Yes	Select Docs...
GUARDIAN(S) PHOTO ID		
REQUIRED: Parent/Guardian Photo ID(s)	Yes	Select Docs...
REGISTRATION DOCUMENTS		
REQUIRED for ALL Students: Birth Certificate (if born in the US) Passport & Visa (if born outside the US)	Yes	Select Docs...
MEDICAL RECORDS		
REQUIRED Current, most recent, Physical Exam Form(s)	Yes	Select Docs...
MEDICAL RECORDS		
REQUIRED Immunizations Record	Yes	Select Docs...
ACADEMIC RECORDS FROM PREVIOUS SCHOOL		
VERY IMPORTANT FOR ALL STUDENTS ENTERING TENAFLY SCHOOLS: HIGH SCHOOL: Copy of most recent Transcript from previous school and report cards. ELEMENTARY & MIDDLE SCHOOL: Copy of most recent report cards from previous school. Students coming from another country MUST have their previous school documents, TRANSLATED BY A CERTIFIED SERVICE, WITH AN OFFICIAL SEAL, INTO ENGLISH.	Yes	Select Docs...
504 FROM PREVIOUS SCHOOL		
Copy of existing 504 Plan (if applicable)		Select Docs...
IEP FROM PREVIOUS SCHOOL		
Copy of existing IEP Plan (if applicable)		Select Docs...
CUSTODY DOCUMENT		
Custody Document (if applicable)		Select Docs...

Upload Documents

Home Language Survey:

All newly registered students are required to have a Home Language Survey completed.

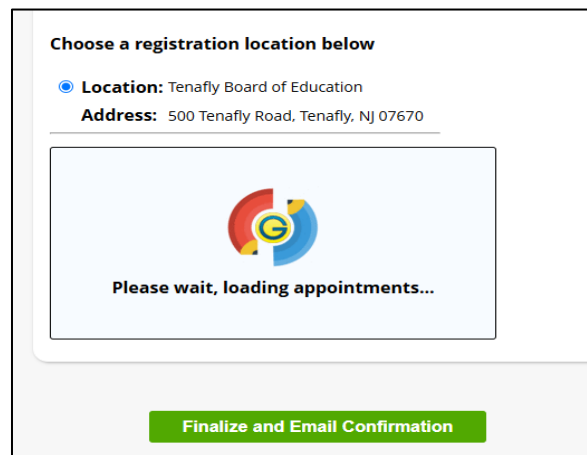


Home Language Surveys

Student	Status
1. Test Test	Begin Survey

[Advance to Next Screen](#)

At this point, you will click Finalize and Email Confirmation.



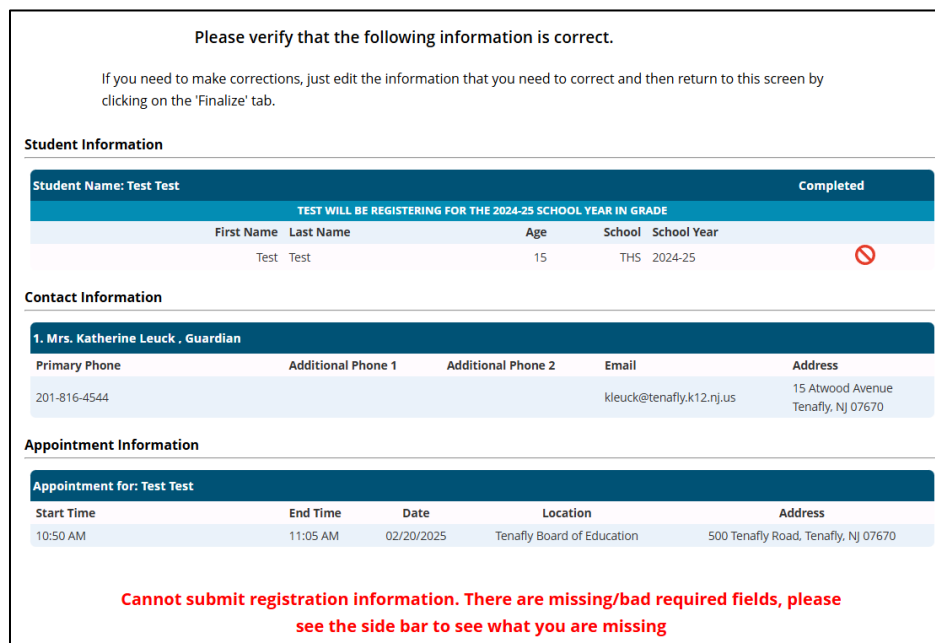
Choose a registration location below

☒ **Location:** Tenaflly Board of Education
Address: 500 Tenaflly Road, Tenaflly, NJ 07670

Please wait, loading appointments...

[Finalize and Email Confirmation](#)

You will then see the information that was entered and you will be asked to verify the information. If you see the writing below in red on this page, you can go back and correct the data.



Please verify that the following information is correct.

If you need to make corrections, just edit the information that you need to correct and then return to this screen by clicking on the 'Finalize' tab.

Student Information

Student Name: Test Test					Completed
TEST WILL BE REGISTERING FOR THE 2024-25 SCHOOL YEAR IN GRADE					
First Name	Last Name	Age	School	School Year	
Test	Test	15	THS	2024-25	

Contact Information

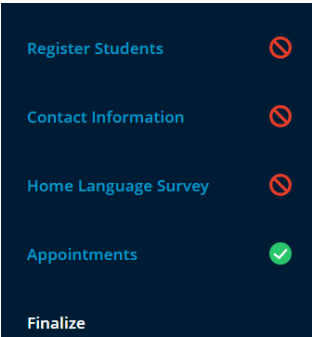
1. Mrs. Katherine Leuck, Guardian				
Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
201-816-4544			kleuck@tenaflly.k12.nj.us	15 Atwood Avenue Tenaflly, NJ 07670

Appointment Information

Appointment for: Test Test				
Start Time	End Time	Date	Location	Address
10:50 AM	11:05 AM	02/20/2025	Tenaflly Board of Education	500 Tenaflly Road, Tenaflly, NJ 07670

Cannot submit registration information. There are missing/bad required fields, please see the side bar to see what you are missing

On the left side of the screen, will be the below – anything with a green checkmark is good and completed:



Click on the tab that contains missing or wrong information to go back and update/correct data and missing information. Once you have corrected your data, your screen should look like this:

Register Students

Contact Information

Home Language Survey

Appointments

Finalize

Logout

Please verify that the following information is correct.

If you need to make corrections, just edit the information that you need to correct and then return to this screen by clicking on the 'Finalize' tab.

Student Information

Student Name: Test Test

Completed

TEST WILL BE REGISTERING FOR THE 2024-25 SCHOOL YEAR IN GRADE 09

First Name	Last Name	Age	School	School Year
Test	Test	15	THS	2024-25

Contact Information

1. Mrs. Katherine Leuck , Guardian

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
201-816-4544			kleuck@tenafly.k12.nj.us	15 Atwood Avenue Tenafly, NJ 07670

2. Mr. Robert Smith , Emergency

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
201-816-5555			bobbysue@gmail.com	Tenafly, NJ 07670

Appointment Information

Appointment for: Test Test

Start Time	End Time	Date	Location	Address
10:50 AM	11:05 AM	02/20/2025	Tenafly Board of Education	500 Tenafly Road, Tenafly, NJ 07670

Confirmation Email:

Finalize Registration Information

Go back to the “Finalize Registration Information”. You will then have the following screen pop up. An email will also be sent to the email address you started the process with.

