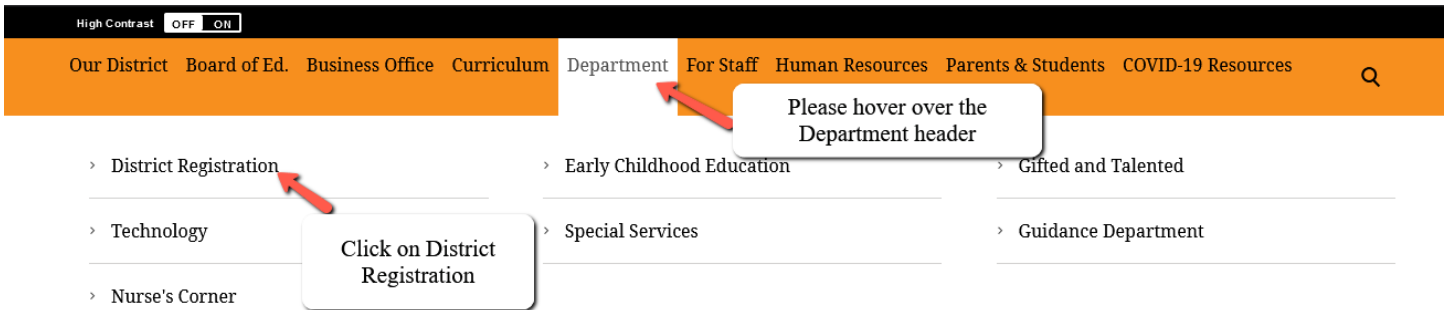


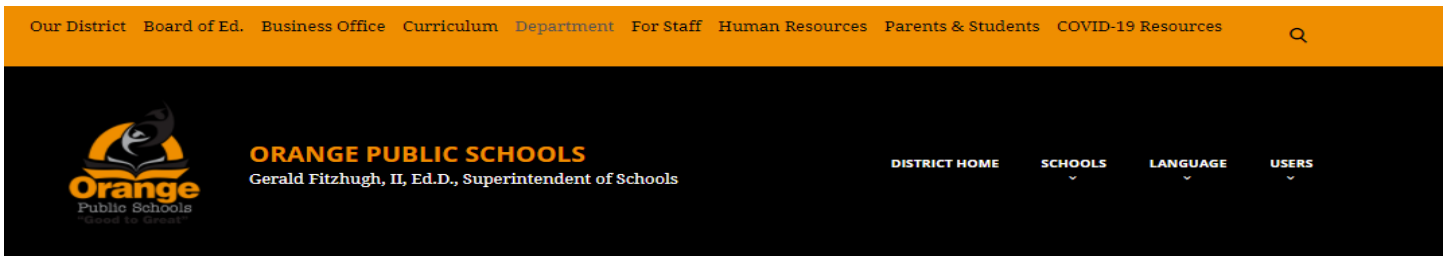
# Orange Township Public Schools Online Kindergarten – 12<sup>th</sup> Grade Registration Process Guide for the 2021-2022 School Year

Thank you for your interest in the Orange School District. Please follow the Registration steps below to register your child(ren).

- 1) Please visit our district website at <https://www.orange.k12.nj.us/>. Next, hover the cursor over the Departments header located at the top of the screen. Then click on the District Registration link.



- 2) Next Click on the Genesis Online Student Registration link to proceed.



Home » Department » District Registration » Virtual Registration Information

## DISTRICT REGISTRATION

- Virtual Registration Information
  - Registration Requirements Overview
- Immunization, Physical Examination Requirements, and other Health Forms
- Emergency Verification Form
- Genesis Online Student Registration
- Orange Public School District Registration Application
- K-12 Registration Process Guide (English)
- K-12 Registration Process Guide (Spanish)
- K-12 Registration Process Guide (Haitian Creole)

Please click here to access the Genesis Online Registration Portal



- 3) After clicking on the Genesis Online Student Registration link, follow the steps on the welcome screen to gain access and begin the online student registration process.

- 4) You may now register the student by clicking ‘Add Student’.

5) Next, complete the fields on this screen and click 'Save Student'. **\*Please note that any missing fields will prevent the entry from being marked completed.**

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

Registering for School Year:*	2021-22
Anticipated Grade Level:*	01
Student First Name:*	First
Middle Name:	Grade
Student Last Name:*	Student
Suffix:	
Ethnicity:	<input checked="" type="radio"/> Hispanic <input type="radio"/> Not Hispanic
Select one or more races:*	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black <input type="checkbox"/> American Indian / Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian native/other Pacific Islander
Gender:*	Male
Municipality:	ORANGE CITY
Date of Birth:*	06/05/2014 Age:
City of Birth:*	Orange
State of Birth:*	NJ
Country of Birth:*	United States
Citizenship:	
Date First Enrolled in US School (if born outside the US):	
Date of First Entry to US:	
Primary Language spoken by student:*	Spanish, Castilian
Language spoken by family at home:*	Spanish, Castilian
Military Connected Indicator:*	<input checked="" type="radio"/> Not Military Connected - Student is not military-connected <input type="radio"/> 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 Health Inc.
Has Med Insurance?:*	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
Release to NJ Family Care:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
Has the student been classified or enrolled in special education classes?*	No
Has the student previously attended the Orange Public Schools?*	No

[Save Student](#) [Cancel](#)

6) You will then return to the 'Register Students' screen to take one of the following actions:

City of Orange Township Public Schools District Registration

Select Language  
Powered by Google Translate

[Register Students](#)
[Contacts and Addresses](#)
[Home Language Survey](#)
[Review and Submit](#)
[Logout](#)

**Step 1:** Enter all **NEW** students that are **NOT ACTIVELY ENROLLED** in the district. Include as much information as you can.

**STUDENTS WHO YOU HAVE ENTERED**

STATUS	LAST	FIRST	MIDDLE	DOB	AGE		
Proceed	1.	Student	First	Grade	6/5/2014	6	<input type="button" value="Modify Student"/> <input type="button" value="Remove Student"/>

Step 6, Option a. ➔ Add Another Student

If you have entered all of your students, then click the 'Next Screen' button below

Step 6, Option b. ➔ Advance to Next Screen

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- a. Add Another Student – to add another student repeat step 6.
- b. Advance to the Next Screen – Once all students have been added, click ‘Advance to the Next Screen’ and continue to fill-in the information for each of the following screens, Contacts and Addresses, the Home Language Survey, and Review and Submit. **\*Please note that any missing fields will prevent the packet from being marked completed.**

7) Once all screens have been successfully completed for each student being registered, you will be prompted to enter your contact information in the fields below indicated by the red arrow.

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 'Review and Submit' tab at the top of the screen.

Student Information

STUDENT NAME: FIRST GRADE STUDENT

FIRST WILL BE REGISTERING FOR THE 2021-22 SCHOOL YEAR IN GRADE 01

First Name	Last Name	Age	School	School Year
First	Student	6		2021-22

Edit Student Information

Contact Information

1. MR. P PARENT, GUARDIAN

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
973-677-4000			PParent@gmail.com	451 Lincoln Avenue Orange, NJ 07050

2. MS. A AUNT, EMERGENCY

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address
973-677-4000				

Edit Contacts

Home Language Survey Information

Student	Completed
First Student	Yes

Edit Survey

**On the review and submit screen, please consider the options listed here before you click ‘Submit Registration Information’.**

**\*If you would like an e-mail confirmation, enter your email address below.**

Email

**If you would like to create an account with your email please enter a password below.**

Password

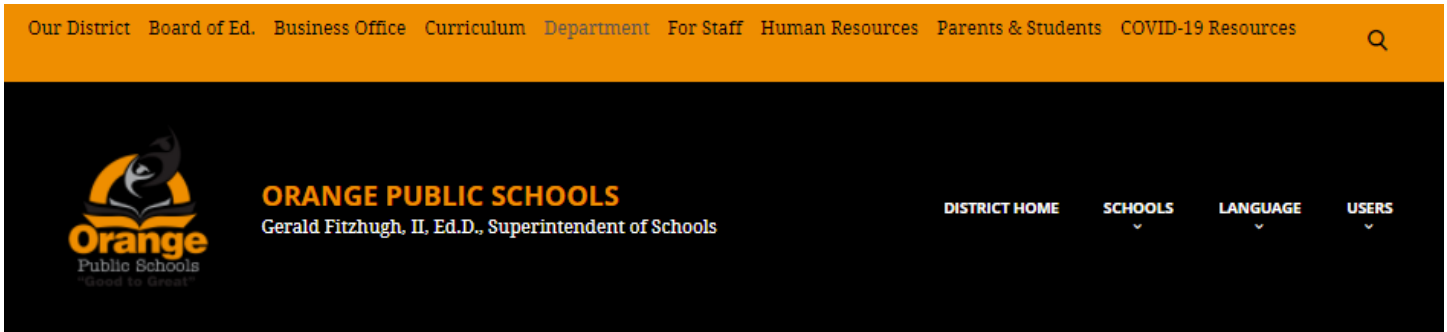
Password

Confirm Password

Retype password

Submit Registration Information

8) Next, you must also complete the District Registration Packet in its entirety. Which is accessible by following the link listed in the below screenshot.



Home » Department » District Registration » Virtual Registration Information

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Click this link to print the K-12 District registration packet.



[Click Here for Registration Information](#)

[Scroll Down for Transfer Cards and Change of Address Information](#)

9) Upon completion of the online student registration process and the District Registration Packet(s), kindly scan and email the completed registration packet(s) for each student seeking enrollment along with the appropriate documentation listed below in Step 10 to the following email address:  
**[Kindergarten12registration@orange.k12.nj.us](mailto:Kindergarten12registration@orange.k12.nj.us)**.

10) Please include the following documents for verification:

**Student Information Required:**

- Birth Certificate
- Immunization Records
- Physical Examination dated with a year (not mandatory for enrollment)
- A Transfer Card
- Last Report Card
- Complete Transcript (for high school students)
- Individual Educational Program (IEP) (if applicable)

**Proof of Parent or Guardian Identity:**

- Current Photo ID, State ID, or Passport

**Proof of Residency:**

You must email **ONE** of the following **primary documents**, **PLUS TWO** of the following **secondary documents**. All secondary documents dated within the last thirty (30) days:

**Acceptable Primary Documents:**

- Contract of Purchase or Sale
- Tax bill
- Mortgage statement
- Current Lease
- Property Deed
- Water bill

**Acceptable Secondary Documents**

- Utility bill (must be in your legal name)
- Credit Card statement (must be dated within the last 30 days)
- Current Vehicle Insurance or Registration Card
- Current Paycheck stub
- State Benefit Statements or Public Assistance Documents
- Medical insurance bill
- Bank Statement
- Cable/Satellite bill

11) Once all information has been received, a Central Registration Department staff member will review and verify the submitted online registration information, the completed registration packet(s), and other supporting documentation. Once finalized, an email will be sent to the parent or guardian confirming school placement.

**Please understand the omission of the required documentation may result in delayed enrollment.**