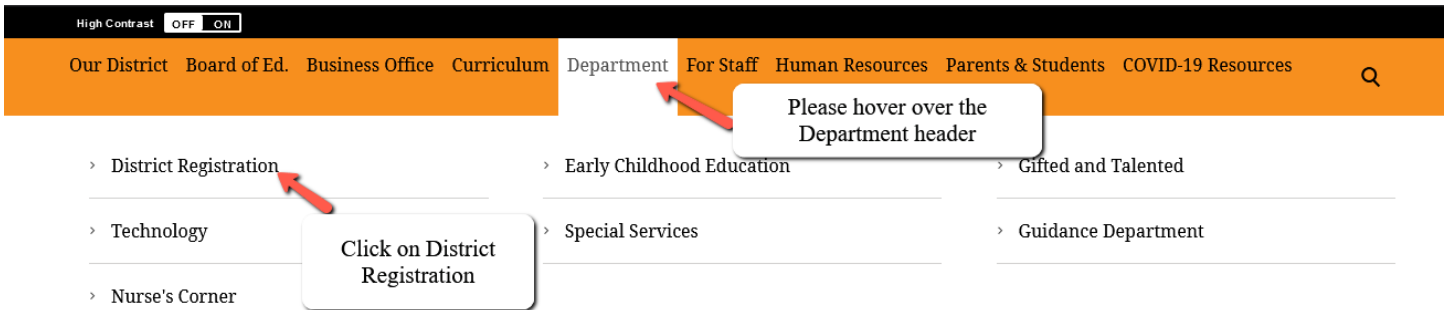


Orange Township Public Schools Online Kindergarten – 12th Grade Registration Process Guide for the 2022-2023 School Year

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 » Departments » District Registration » Virtual Registration Information

DISTRICT REGISTRATION

- + Virtual Registration Information
- + 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)

Click here to access the Genesis Registration Portal



Please Scroll Down for Information on How to Process a Transfer Card or Change of Address

- 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.

City of Orange Township Public Schools District Registration

Select Language
Powered by Google Translate

Welcome to the Orange Public School District Open Registration

SY 2022-2023 Kindergarten through 12th Grade registration will open on Tuesday, July 5, 2022.

For security purposes; please click on the **Tennis Ball** for a new registration.

For security purposes; please click on the **Tennis Ball** for a new registration.

[Or Click Here To Continue Previous Registration](#)

Click here to change the language while using the Genesis application to Spanish, Haitian Creole or another language.

Traducción en español

Haga clic aquí para cambiar el idioma mientras usa la aplicación Génesis a español, criollo haitiano o cualquier otro idioma

Traducción al criollo haitian.

Klike la a pou w chanje lang pandan w ap itilize aplikasyon Jenèz la an panyòl, kreyòl ayisyen oswa nenpòt lòt lang.

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

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.

Click here to register your student.

No students have been entered.

[Add Student](#)

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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:*	2022-23	
Anticipated Grade Level:*	01	
Student First Name:*	First	
Middle Name:	Grade	
Student Last Name:*	Student	Suffix: <input type="text"/>
Ethnicity:	<input type="radio"/> Hispanic <input checked="" 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:*	Female	
Municipality:	ORANGE CITY	
Date of Birth:*	05/09/2016	Age:
City of Birth:*	Livingston	
State of Birth:*	NJ	
Country of Birth:*	United States	
Citizenship:	<input type="text"/>	
Date First Enrolled in US School (if born outside the US):	<input type="text"/>	
Date of First Entry to US	<input type="text"/>	
Primary Language spoken by student:*	English	
Language spoken by family at home:*	Haitian; Haitian Creole	
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 <input type="radio"/> National Guard or Reserve Connected – dependent of a member of the National Guard <input type="radio"/> Unknown	
Insurance Provider:	Horizon Healthcare Services, Inc. (Horizon BCBS of NJ)	
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 type="radio"/> No <input checked="" 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	5/9/2016	5 Modify Student Remove Student

Step 6., Option a. → [Add Another Student](#)

Step 6., Option b. → [Advance to Next Screen](#)

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

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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.

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

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.

Our District Board of Education Business Office Departments For Staff Human Resources Parents & Students COVID-19 Resources


Facilities Use Request

Home » Departments » District Registration » Virtual Registration Information

DISTRICT REGISTRATION

- + Virtual Registration Information
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Click here to access the fillable registration packet.



Click Here for Registration Information

Please Scroll Down for Information on How to Process a Transfer Card or Change of Address

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.

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.