

**CALDWELL-WEST CALDWELL PUBLIC SCHOOLS**  
**ONLINE REGISTRATION PORTAL INSTRUCTIONS**

- This secure portal is used to collect basic information about your child before you come in person to complete the registration.
- **Be sure to review the Elementary School Boundaries on the District website [www.cwcboe.org](http://www.cwcboe.org) before you begin the registration.**
- Fill out all information requested as best as you can.
- Before accessing the online registration portal from the District website, close any other open browser windows on your computer.
  
- **To begin**, click the link to the registration portal from the District website. For reference web address is: **[genesis.genesisedu.com/cwcboe/openReg](http://genesis.genesisedu.com/cwcboe/openReg)**.
- The portal screen below will be displayed. Follow the prompts to enter the site.
- \*If nothing happens when you click on the designated image, close all of your browser windows and start again.



- On the next screen click **Add Student**. Then fill out the fields on the registration form as prompted.

- Items noted with an \*asterisk are required.
- **You are registering for the 2020-2021 school year.**
- Select the appropriate grade level from the dropdown menu **KF is Kindergarten**
- Select your resident school from the dropdown list. Please review the Elementary School Boundaries on the District website (and attached) to confirm the school you will be registering for.
- Enter your child's legal **first name** as it appears on the birth certificate.
- (Optional) Enter your child's legal middle name or initial as it appears on the birth certificate
- Enter your child's legal **last name** as it appears on the birth certificate.
- Enter any **Suffix** such as Jr., Sr., II, III, IV, etc.
- If your child has a preferred **nickname** enter it in the nickname field.
- Select Hispanic if your child's **ethnicity** is Hispanic.
- Choose your child's **race**. You can choose more than one race.
- Choose your child's **Gender**.
- Choose the **Municipality** you live in from the drop down – either **Caldwell Borough or West Caldwell Borough**. (They appear at the top of the list.)
- Enter your child's **Date of Birth mm/dd/yyyy**.
- Enter your child's **City of Birth** if born in the United States.
- Enter your child's **State of Birth** if born in the United States. NJ is the first item in the drop down list.
- **If your child was not born in the US enter the Country of Birth**
- **If your child was not born in the United States enter the date of first entry into the US.**
- Choose the **Primary language spoken by your child**. English is the first item in the drop down.
- Choose the **Language spoken by family at home**. English is the first item in the drop down.
- Choose one of the Military Connected Indicators.
- Enter your Insurance Provider from the drop down of choices.
- Choose Yes or No to the question **Has Med Insurance**.
- Answer Yes or No to the Question **Release to NJ Family Care**. This give us permission to release your name to the state if you do not have medical insurance so they can help you obtain insurance for your child.
- **Residency** - Do you currently own your property or are you a tenant in a rented property? Select your answer from the drop-down menu.
- **(Kindergarten Only) Did your child attend a Daycare/Nursery/Pre-School program? If yes enter the name and address of the program.**
- **(Grades 1-12 Registrants) Name and Address of Previous School(s) Attended.**
- Does your child have an IEP or 504 Plan? If yes, please provide as much information as possible.
- Do you have any other children currently enrolled (or previously enrolled) in the district? Select Yes or No from the drop-down menu.
- When you are done, click **Save Student**.

**Add Student**

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

Registering for School Year: 2019-20

Please choose a school from the list. Grades K-5 registrants be sure to check the **Elementary School Boundaries** on the District website to confirm you are registering for the correct elementary school. Jefferson Elementary School

Anticipated Grade Level: KF

Student First Name:

Middle Name:

Student Last Name:  Suffix:

Nick Name:

Ethnicity:  Hispanic  Not Hispanic  White  Black  American Indian / Alaskan  Asian  Hawaiian native/other Pacific Islander

Select one or more races:

Gender:

Municipality: CALDWELL BOROUGH

Date of Birth:

City of Birth:

State of Birth:

Country of Birth:

Citizenship:

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

Do you currently own your property or are you a tenant in a rented property?

(Kindergarten Registrants) Did your child attend a Daycare/Nursery School/Pre-School Program? If yes, please provide name & address of program:

(Grades 1-12 Registrants) Name and Address of Previous School(s) Attended:

Does your child have an IEP or 504 Plan? Please provide as much information as possible:

Do you have other children currently or previously enrolled in the District?

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

- On the next screen the information you entered will be displayed.

**Caldwell-West Caldwell School District Open Registration** [Select Language](#)

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

**Step 1:** Be sure you have read the registration requirements and instructions before continuing. Add all students that you wish to enroll in the District Kindergarten program. Include as much information as you can.

| STUDENTS WHO YOU HAVE ENTERED |         |         |        |           |     |                                |                                |
|-------------------------------|---------|---------|--------|-----------|-----|--------------------------------|--------------------------------|
| STATUS                        | LAST    | FIRST   | MIDDLE | DOB       | AGE |                                |                                |
| Completed                     | 1. Test | Student |        | 1/15/2013 | 5   | <a href="#">Modify Student</a> | <a href="#">Remove Student</a> |

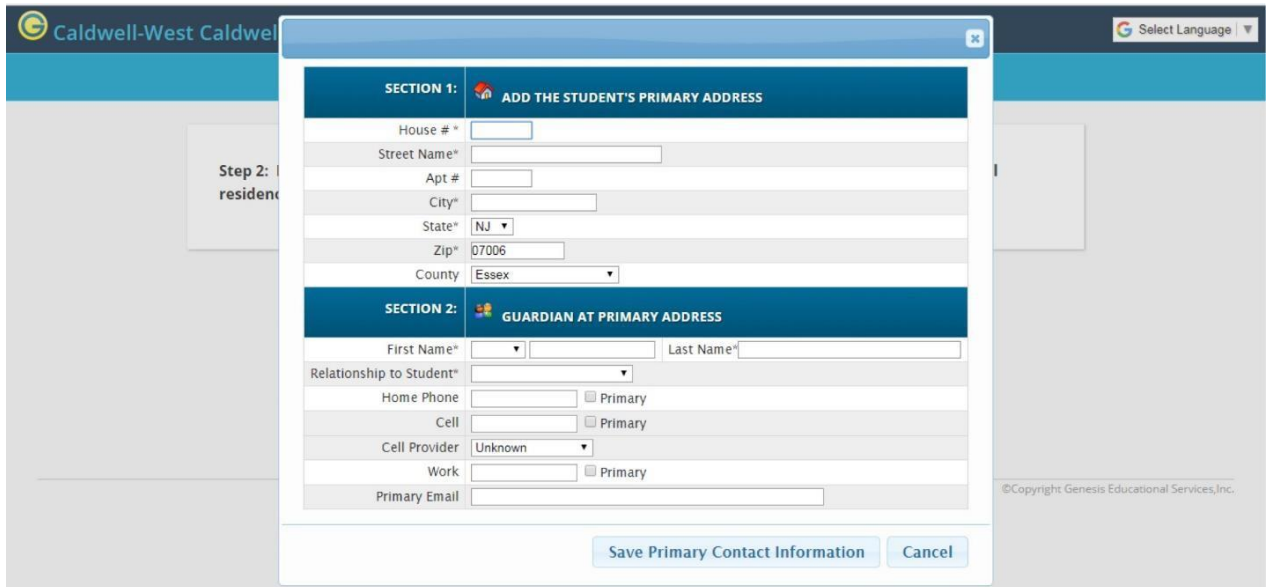
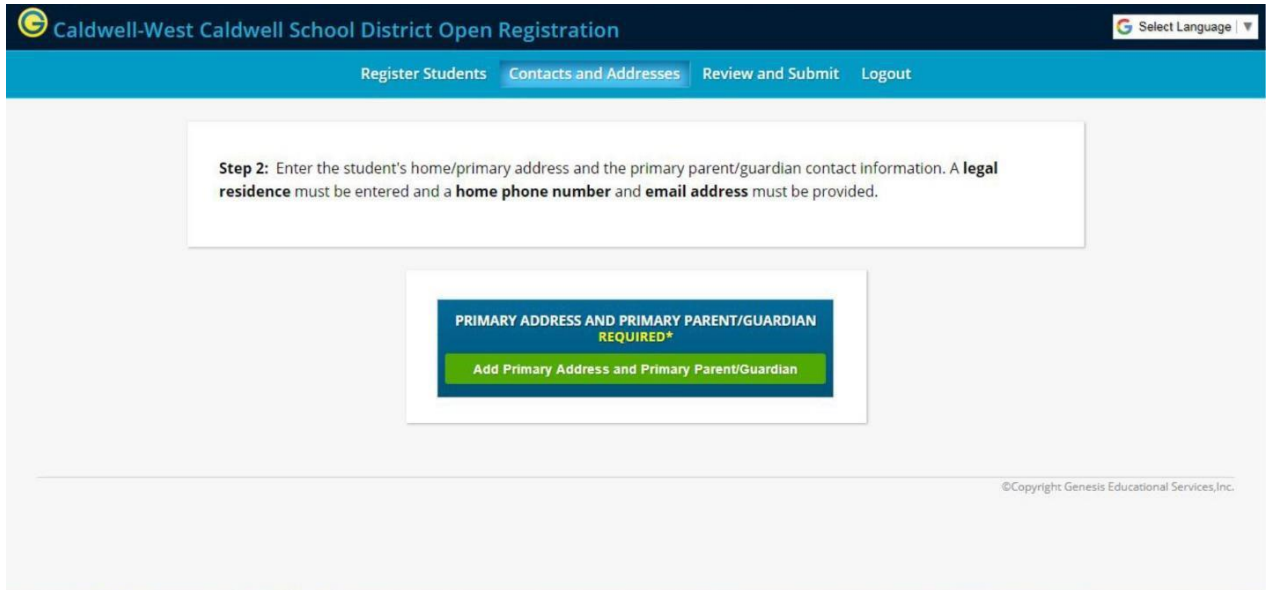
[Add Another Student](#)

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

[Advance to Next Screen](#)

- You can edit the information entered by clicking **Modify Student**.
- If you have another child you wish to register select **Add Another Student** and repeat the process with the appropriate grade levels and schools.
- Once you have completed entering all students you wish to register, click on the **Advance to Next Screen** button to continue.

- You will now be asked to enter the child's home/primary address, along with information for the primary parent/guardian living with the child.
- The first guardian entered will be **Guardian 1** and will be the primary contact for the student.
- Click on **Add Primary Address and Primary Parent/Guardian** to complete this step.



- o Enter the house number.
- o Enter the street name. **Please use complete indicators such as Street, Avenue, Place, Road, Boulevard, etc.**
- o Enter any apartment number.
- o Enter city – Caldwell or West Caldwell.

- State is defaulted to NJ.
  - Zip Code is defaulted to 07006
  - County is defaulted to Essex.
  - Enter the guardian's prefix i.e. Mr. Mrs., Ms., Miss, Dr.
  - Enter the guardian's first and last name.
  - Choose the guardian's relationship to the student from the drop down list: Mother, Father, Step Mother, etc.
  - **Enter a home phone number even if this number is a mobile number. This is the primary phone number for your child.** You can also enter additional numbers if applicable. At least **one phone number must be on file for the student /guardian.**
  - **Enter Guardian 1's primary email address. This email will be used to set up your Genesis Parent Access account for use during the school year.**
  - **Save Primary Contact Information**
- On the next screen you will be prompted to enter the information for **Guardian 2**. You can also modify any information entered for Guardian 1.

The screenshot shows the 'Caldwell-West Caldwell School District Open Registration' website. The navigation bar includes 'Register Students', 'Contacts and Addresses', 'Review and Submit', and 'Logout'. A 'Select Language' dropdown is in the top right. The main content area displays 'Step 2: Enter the student's home/primary address and the primary parent/guardian contact information. A legal residence must be entered and a home phone number and email address must be provided.' Below this is a 'Step 3' instruction for secondary parent/guardian information. A 'Close' button is present. The primary address is shown as '104 Gray Street West Caldwell NJ'. The primary guardian is listed as 'Mrs. Mom Example' with a primary phone number of '973-228-6979' and a 'Modify' button. At the bottom, there are two sections: 'ENTER ADDITIONAL PARENTS/GUARDIANS' with an 'Add Additional Parent/Guardian' button, and 'ENTER EMERGENCY CONTACTS' with an 'Add Additional Emergency Contact' button.

| STREET NUMBER | STREET NAME | CITY          | STATE |
|---------------|-------------|---------------|-------|
| 104           | Gray Street | West Caldwell | NJ    |

| TITLE | FIRST NAME | LAST NAME | PRIMARY PHONE |
|-------|------------|-----------|---------------|
| Mrs.  | Mom        | Example   | 973-228-6979  |

- Close the message window and select **Add Additional Parent/Guardian**. Follow the same steps to complete the contact information for **Guardian 2**.
  - \*If Guardian 2 resides at a different address than the student and Guardian 1, choose *create new* and enter the appropriate address information when prompted.
- **Save Additional Parent/Guardian Information** when you are done.
- Add information for Guardians 3 or 4 if applicable by following the same steps.
- You may enter any emergency contact information at this time, but it is not required.

**PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN**  
**REQUIRED\***

|                 | STREET NUMBER | STREET NAME | CITY          | STATE |  |
|-----------------|---------------|-------------|---------------|-------|--|
| Primary Address | 104           | Gray Street | West Caldwell | NJ    |  |

|                  | TITLE | FIRST NAME | LAST NAME | PRIMARY PHONE |                        |
|------------------|-------|------------|-----------|---------------|------------------------|
| Primary Guardian | Mrs.  | Mom        | Example   | 973-228-6979  | <a href="#">Modify</a> |

**ENTER ADDITIONAL PARENTS/GUARDIANS**

|            | TITLE | FIRST NAME | LAST NAME | PRIMARY PHONE |   |
|------------|-------|------------|-----------|---------------|---|
| Guardian 2 | Mr.   | Dad        | Example   | 973-228-6979  | <a href="#">Modify Guardian</a> <a href="#">Delete Guardian</a> |

[Add Additional Parent/Guardian](#)

- When you have entered all of the guardian information, advance to the next screen and complete the required **Home Language Survey**.
- You will now be asked to confirm all the information submitted. Make any necessary corrections using the edit button.

G Caldwell-West Caldwell School District Open Registration Select Language ▾

[Register Students](#) [Contacts and Addresses](#) [Review and Submit](#) [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 'Review and Submit' tab at the top of the screen.

**Student Information**

**STUDENT NAME: STUDENT EXAMPLE**

**STUDENT WILL BE REGISTERING FOR THE 2018-19 SCHOOL YEAR IN GRADE KH**

| First Name | Last Name | Age | School | School Year |
|------------|-----------|-----|--------|-------------|
| Student    | Example   | 5   | JES    | 2018-19     |

[Edit Student Information](#)

**Contact Information**

| 1. MRS. MOM EXAMPLE , GUARDIAN |              |              |                   |   |
|--------------------------------|--------------|--------------|-------------------|---|
| Home Phone                     | Cell Phone   | Work Phone   | Email             | Address                                 |
| 973-228-6979                   | 973-226-7120 | Provider:ATT | keryan@cwcboc.org | 104 Gray Street West Caldwell, NJ 07006 |

| 2. MR. DAD EXAMPLE , GUARDIAN |                  |            |                   |   |
|-------------------------------|------------------|------------|-------------------|---|
| Home Phone                    | Cell Phone       | Work Phone | Email             | Address                                 |
| 973-228-6979                  | Provider:UNKNOWN |            | keryan@cwcboc.org | 104 Gray Street West Caldwell, NJ 07006 |

[Edit Contacts](#)


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

- When you are finished **enter your email address to receive a confirmation email along with a PDF copy of your registration.**
- Optional - create a password to create an account in order to access the registration again. This is not required. If you do create a password, please be sure to write your password down and keep it in a safe place. This password is only used to access the registration portal.
- Click on the **Submit Registration Information** button.
- This completes the online registration process.
- **You will need to complete your child’s registration in person on the designated registration day.**
- If you have any questions on your child’s registration contact Kerry Ryan at keryan@cwcboc.org or (973)228-6979 ext. 3009.

**Resubmit Registration Information**

You have successfully completed the online portion of the registration. Print the attached document for your records. Review the complete list of registration requirements and documents and the in-person Kindergarten registration dates and times at [www.cwcboc.org](http://www.cwcboc.org).

**Caldwell-West Caldwell School District Open Registration**



\*G554DH3AFF\*