



REGISTRATION INSTRUCTIONS:

Please note due to the Coronavirus pandemic we have updated our registration process. You can now upload all of the required documents and materials directly from your computer during registration. You can also schedule a time to drop your paperwork off in person, however completing this process via the online system is preferred at this time.

If you have any questions please call 973-228-6979 ext. 3009 or email Kerry Ryan / keryan@cwboe.org.

REGISTRATION STEPS:

1. Grades K-5 locate your resident school in the [Elementary School Boundaries](#).
2. Review proof of age, proof of residency and medical requirements.
3. Download all of the appropriate forms ([from our website](#)) and gather the required materials.
4. Scan or photograph the completed forms and materials and save them to your device.
*It is helpful if you include your child's name in the file name when you save each item.
5. Complete the registration online in the [Genesis Registration Portal](#) and upload your documents as instructed. You do not have to upload all of your documents at the same time, however your registration is not complete until all of the documents have been uploaded / received.
6. Once your online registration is complete, you will receive a confirmation email and PDF.
7. You will be contacted for next steps to complete the registration process.

REQUIREMENTS:

1. **Proof of Age:** A child is eligible for entrance into Kindergarten who will have attained the age of five years on or before October 1 of the school year in which entrance is sought. A child is eligible for entrance into first grade who will have attained the age of six years on or before October 1 of the school year in which entrance is sought.
 - a. Required: You must provide your child's birth certificate (with seal) as evidence of your child's age.
2. **Proof of Residency:** You must be a resident of Caldwell or West Caldwell to register in this school district. The following items must be presented:
 - a. Rent your residence – the following documents are required:
 - Completed Domicile Statement
 - Completed and Notarized Landlord Statement
 - Copy of your current lease agreement (please provide the pages with your name, landlord/leasing company name and address, property address, lease term, signatures).
 - Two of the following items: utility/water/cable bill, telephone/mobile phone bill, insurance bill, bank statement, recent pay stub, valid NJ driver's license.



- b. Own your residence – the following documents are required:
 - Completed Domicile Statement
 - Deed, mortgage statement or tax bill
 - Two of the following items: Deed, mortgage statement, tax bill, utility/water/cable bill, telephone/mobile phone bill, insurance bill, bank statement, recent pay stub, valid NJ driver's license.
3. **Medical Requirements:** The CWCBOE policy requires that certain certificates signed by the health provider be furnished for school records in order for your child to attend school. This information must be submitted prior to the student entering school. The following medical documentation must be presented at the time of registration.
 - a. Required – Your child's immunization record to date. This information must be provided by the Doctor. You may have the Dr. complete our forms or a copy of the official immunization record from the Dr. will be accepted. The doctor's name, address, and official signature must appear on the record.
 - b. Required – A copy of your child's most recent physical.
 - c. Required – Completed District Health and Medical History form.
4. **Records Release:** New students entering the district in grades 1-12 and Kindergarten students entering after the start of the school year, must provide a signed records release form.