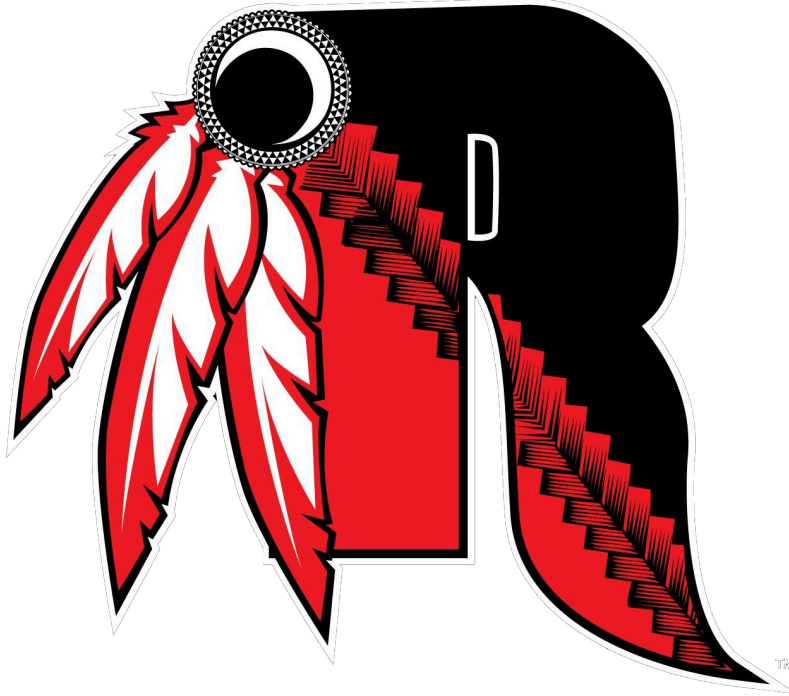


# Rahway Public Schools

## Open Registration Parent Manual



This is a step-by-step guide to help parents/guardians with registering a student during Open Registration.

## **Contents**

Home Screen.....	3
Register Students Tab (after solving the captcha).....	3
Contacts and Addresses.....	5
Required Documents.....	7
Home Language Survey.....	7
Review and Submit.....	8

## Home Screen

When you go to the registration page you will see a page that looks similar to this. If you need to change the default language click in the upper right corner and select your language.

Rayway Public School District Open Registration español

**Welcome to Open Registration**

**NOTE:** Due to space limitations, PreK3 and PreK4 is first come first serve and registration will be Open Until Filled

Before you begin, please have the following documents ready. While you can return later to complete the registration, you cannot submit it without completing all required fields and uploading the necessary documents.

- Birth Certificate
- Proof of Residency ID
- Immunization Records
- Parent/Guardian Photo Identification
- Physical Examination Form. If completed prior to registration, scan and upload during this process, otherwise once complete, please mail to your child's school.

**For Proof of Residency please have the items listed below**

**Pick ONE of the following:**

- Property Tax Bill
- Mortgage Statement
- Affidavit of Domesticity
- Copy of Current Deed
- Signed Settlement Statement
- Copy of Encumbered Lease
- Affidavit of Title
- HUD Settlement

**Choose from ONE of the following:**

- Utility Bill
- Cable/Internet Bill
- Bank Statement

For security purposes, please click on the **Kittens** in order to proceed.

For security purposes, please click on the **Kittens** in order to proceed.

[Click Here To Continue Previous Registration](#)

[Reset Password](#)

1. Click on the captcha/icon referenced on the screen to start.

## Register Students Tab (after solving the captcha)

2. Click 'Add Student' to get started.

Register Students | Contacts and Addresses | Documents | Appointments | Home Language Survey | Review and Submit | Logout

**Step 1:** List all students that are currently NOT already enrolled in the district. Include as much information as you can.

No students have been entered.

[Add Student](#)

3. Fill in student information (All fields with a \* are required fields).

The screenshot shows the 'Add Student' form with the following fields and values:

- Registering for School Year: 2002 - Genesis High School
- Select the preferred school you would like your child to attend: 2002 - Genesis High School
- Anticipated Grade Level: 12
- Choose Anticipated Career Path (High School only):
- Student First Name: \*
- Middle Name: \*
- Student Last Name: \*
- Nick Name: \*
- Ethnicity:  Hispanic,  Not Hispanic
- Select one or more races:  White,  Black,  American Indian / Alaskan,  Asian,  Hawaiian native/other Pacific Islander
- Gender: \*
- Date of Birth: \*
- Refuse release of birthplace information:
- City of Birth: \*
- State of Birth: \*
- Country of Birth: \*

Sample student information:

The screenshot shows the 'Add Student' form with the following sample information:

- Registering for School Year: 2022-23
- Select the preferred school you would like your child to attend: 2002 - Genesis High School
- Anticipated Grade Level: 12
- Student First Name: \* Test
- Middle Name: \*
- Student Last Name: \* Student
- Nick Name: \*
- Ethnicity:  Not Hispanic
- Select one or more races:  White,  Black,  American Indian / Alaskan,  Asian,  Hawaiian native/other Pacific Islander
- Gender: \*
- Date of Birth: \* 04/27/2005 Age: 17
- Refuse release of birthplace information:
- City of Birth: \* NY
- State of Birth: \*
- Country of Birth: \* United States

4. Click “Save Student” when you are finished.

At this point, you will see,

**STUDENTS WHO YOU HAVE ENTERED**

Troubleshooting: The status column in the table shows you if you can proceed or if you are missing information. If you see, “Missing Fields” in the status column, click “Modify Student” to go back to the previous screen to finish adding the required items.

The screenshot shows the 'STUDENTS WHO YOU HAVE ENTERED' table with the following data:

STATUS	LAST	FIRST	MIDDLE	DOB	AGE		
Missing fields	1. Student	Test		4/27/2005	17	Modify Student	Remove Student

Below the table, there is a green button labeled "Add Another Student".

At the bottom, there is a text prompt: "If you have entered all of your students, then click the 'Next Screen' button below" followed by a green button labeled "Advance to Next Screen".

5. At this point, if you have additional students to enter, click “Add Another Student” and complete the same process you did for the first student.

6. If you are done adding students and see “Proceed” in the Status column, click “Advance to Next Screen.”

Register Students | Contacts and Addresses | Documents | Appointments | Home Language Survey | Review and Submit | Logout

**Step 1:** List all students that are currently NOT already enrolled in the district. Include as much information as you can.

STUDENTS WHO YOU HAVE ENTERED						
STATUS	LAST	FIRST	MIDDLE	DOB	AGE	
Proceed	1. Last	First		4/3/2008	14	<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](#)

## Contacts and Addresses

7. Click “Add Primary Address and Primary Parent/Guardian” to add the contact information for the primary parent/guardian.

Register Students | **Contacts and Addresses** | Documents | Appointments | Home Language Survey | Review and Submit | Logout

**Step 2:** List all addresses that you would like mail from the district sent to. A **Legal Residence** must be entered.

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

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

A pop-up will appear for you to enter a home address, relationship to the student (Mother, Father, etc), Phone Number, and Email information.

8. When finished, click “Save Primary Contact Information.”

Troubleshooting: If you missed a required field, the pop-up will remain and the field will be highlighted in red to prompt you to enter the information. Make sure that you enter information in all of the required fields or you will not be able to proceed, then click “Save Primary Contact Information” again.

SECTION 1: ADD THE STUDENT'S PRIMARY ADDRESS
✕

House # *	<input style="border: 1px solid red;" type="text" value="100"/>	
Street Name*	<input style="border: 1px solid red;" type="text" value="Maple"/>	Override: <input checked="" type="checkbox"/>
Apt #	<input type="text"/>	
City*	<input type="text" value="Jamesburg"/>	
State*	<input type="text" value="NJ"/>	
Zip Code*	<input type="text" value="08831"/>	
County	<input type="text" value="Middlesex"/>	

SECTION 2: GUARDIAN AT PRIMARY ADDRESS

Prefix*	<input style="border: 1px solid red;" type="text" value="Mrs."/>	
First Name*	<input style="border: 1px solid red;" type="text" value="First"/>	Last Name* <input style="border: 1px solid red;" type="text" value="Guardian"/>
Suffix	<input type="text"/>	
Relationship to Student*	<input style="border: 1px solid red;" type="text" value="Mother"/>	
Primary Phone*	<input style="border: 1px solid red;" type="text" value="555-555-5555"/>	<input type="text" value="Home"/>
Additional Phone	<input type="text"/>	<input type="text" value="Home"/>
Additional Phone 2	<input type="text"/>	<input type="text" value="Home"/>
Primary Email*	<input style="border: 1px solid red;" type="text" value="primaryemail@contact.com"/>	

9. After submitting the primary guardian, a prompt will appear - and you can add the remaining parents/guardians as well as emergency and other contacts.

ENTER ADDITIONAL PARENTS/GUARDIANS

	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE		
Guardian 2	Mr.	First	Last	111-111-1111	<input type="button" value="Modify Guardian"/>	<input type="button" value="Delete Guardian"/>

ENTER EMERGENCY CONTACTS  
AT LEAST ONE REQUIRED\*

	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE		
Emergency 1		First	Last	555-555-5555	<input type="button" value="Modify Contact"/>	<input type="button" value="Delete Contact"/>

ENTER OTHER CONTACTS

## Required Documents

Upload each required document by clicking “Upload Doc,” click “Choose File” to locate the relevant document on your device, and then click “Upload File.”

DESCRIPTION	REQUIRED		
<b>REGISTRATION DOCUMENTS</b>			
Child's Proof of Birth (only viewed by secretary)	Yes	<input type="button" value="Upload Doc"/>	No Document
Current Immunizations From Doctor (only viewed by nurse): 1. Shots Record 2. TB Test (only if born out of US) 3. Physical (must be within a year)	Yes	<input type="button" value="Upload Doc"/>	No Document
Proofs of Residency (only viewed by secretary): 1. Current Mortgage/Lease or tax bill. 2. Current Utility Bill. 3. Drivers license	Yes	<input type="button" value="Upload Doc"/>	No Document
Photo ID of Parent/Guardian	Yes	<input type="button" value="Upload Doc"/>	No Document
Transfer card from your child's previous school. This is required for High School registration	No	<input type="button" value="Upload Doc"/>	No Document

If you have uploaded all of your documents please click the Next Screen button below

10. When finished, click “Advance to Next Screen.”

## Home Language Survey

11. Click “Begin Survey” to go through the required questions for the Home Language Survey.

The screenshot shows a navigation bar with the following items: Register Students, Contacts and Addresses, Documents, Appointments, Home Language Survey (highlighted), Review and Submit, and Logout. Below the navigation bar is a modal window titled "HOME LANGUAGE SURVEYS" containing a table:

STUDENT	COMPLETED	
Test Student	No	<input type="button" value="Begin Survey"/>

Below the table, a red message reads: "Survey not completed. Click 'Begin Survey' above to proceed."

If needed, you can click “Reset Survey” to resubmit the survey.

12. After you answer the questions, click “Advance to Next Screen.”

## Review and Submit

You are now on the Review and Submit tab. Scroll down and go over the information you have entered and make sure it is correct and that you are not missing any required fields.

Register Students   Contacts and Addresses   Documents   Appointments   Home Language Survey   **Review and Submit**   Logout

Please verify that the following information is correct.

By clicking submit, you acknowledge that all data submitted is correct and fully accurate.

**Student Information**

**STUDENT NAME: TEST STUDENT**

**TEST WILL BE REGISTERING FOR THE 2022-23 SCHOOL YEAR IN GRADE 12**

First Name	Last Name	Age	School	School Year
Test	Student	17	2002	2022-23

**Edit Student Information**

### Student Information

**STUDENT NAME: JOHN DOE JR**   **WARNING STUDENT IS MISSING REQUIRED FIELDS**

**JOHN WILL BE REGISTERING FOR THE 2018-19 SCHOOL YEAR IN GRADE 09**

Date of Birth:	12/3/1998 (19)	Place of Birth:	Morristown NJ United States
Primary Language spoken by student:	English	Language spoken by family at home:	English

**Edit Student Information**

13. Enter an email and password to create your account.

\*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

**Submit Registration Information**



## 14. Click Submit Registration Information.

Troubleshooting: If see “Cannot submit registration information. There are missing required fields,” scroll down to see what you are missing in order to proceed. The errors will be in red.

Cannot submit registration information There are missing required fields

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: JOHN DOE JR		WARNING STUDENT IS MISSING REQUIRED FIELDS	
JOHN WILL BE REGISTERING FOR THE 2018-19 SCHOOL YEAR IN GRADE 09			
Date of Birth:	12/3/1998 (19)	Place of Birth:	Morristown NJ United States
Primary Language spoken by student:	English	Language spoken by family at home:	English

[Edit Student Information](#)

Contact Information

1. JOHN DOE - GUARDIAN				
Home Phone	Cell Phone	Work Phone	Email	Address
123-123-1234	321-321-3214	Provider:ALLTEL 234-432-2345	primaryemail@email.com	123 Street Morristown, NJ 08807

[Edit Contacts](#)

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

Cannot submit registration information There are missing required fields

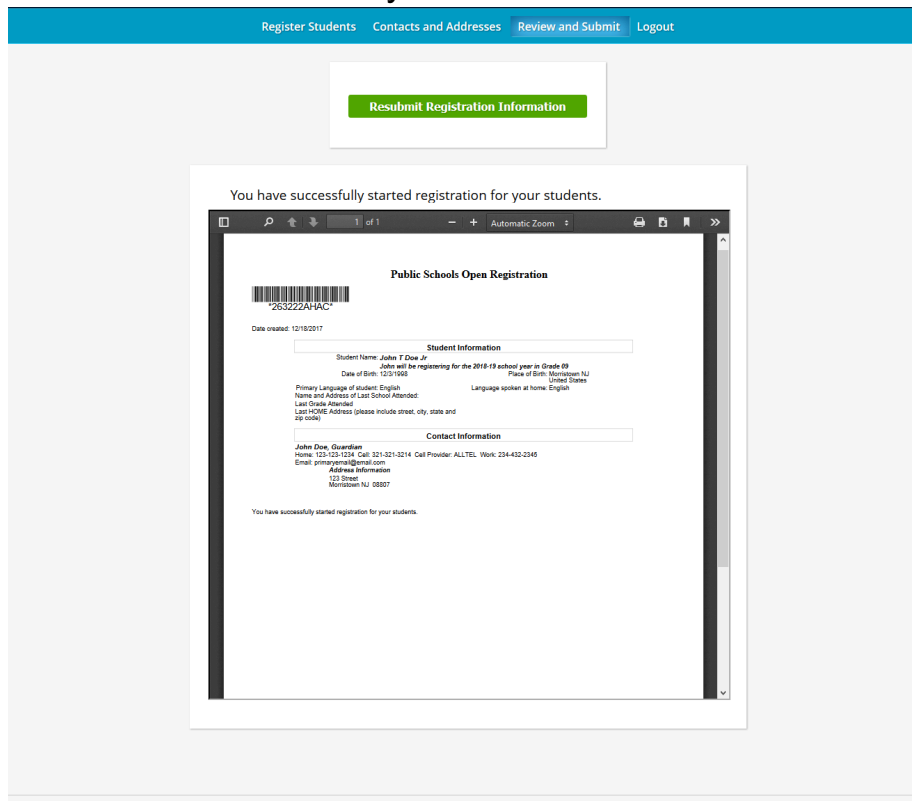
If you would to create an account with your email please enter a password below.

Password

Confirm Password

[Submit Registration Information](#)

After successfully registering you will be shown this screen, you can make further changes and resubmit information if you wish to do so.



You will receive an email confirmation that your registration has been received. Please allow time for verification of documents and placement.