

## Montclair Public Schools

### STUDENT REGISTRATION PORTAL – SIMPLE INSTRUCTIONS

- This registration portal is used to collect basic information about your child before you come to Central Office for grades K – 8, or Montclair High School for grades 9 - 12 to complete the registration process. Please fill out all information requested. By filling out all information you will save time when you meet with the Registrar. **Be sure to include at least 2 emergency contacts, your child's Doctor, Dentist and Hospital.**
- Do not use this portal if your child is enrolled in Pre-School (DLC) with the Montclair Public Schools.
- This portal is not used for 9<sup>th</sup> grade re-registration.
- Logon to the registration portal and click on the appropriate picture to get started.
- You have the ability to change the language the portal is presented in by using the language dropdown in the upper right corner when using Chrome or Firefox.

#### Register Student Tab

- Click Add student
  - Fill out all of the fields on the screen for each of your children.
  - Choose 2019-20 for the **school year** if you are registering for THIS school year.
  - Choose 2020-21 for the **school year** if you are registering for NEXT school year.
  - Choose the **grade level** your child will be attending when they start school.
  - Select your **school**: If your child is in grades 9 - 12 choose **Montclair High School**, or for grades PK - 8 **Registration Holding**.
  - Enter School Preference.
    - If your child is entering grades 9 – 12 skip this section.
    - If your child is entering grades 6 – 8 rank your school preference for each of our middle schools. Enter this data under **School Preference 1 – 3**.
    - If your child is entering grades K – 5 rank your school preference from each of our 7 elementary schools. **Enter data under School Preference 1 – 6**.
    - **NOTE: HILLSIDE ELEMENTARY is grades 3 – 5 ONLY.**
    - **NOTE: NISHUANE ELEMENTARY is grades K – 2 ONLY.**
    - **DO NOT ENTER THE SAME SCHOOL MORE THAN ONE TIME.**
  - Make sure your child's name matches what is on the birth certificate and the name is in upper and lower case.
- If your child was born outside of the United States enter the **Date your child first enrolled in a United States public school**. If your child never attended public school leave this field blank.
- Click "**Save Student**" after reviewing all data.
- You can add another student or "Advance to Next Screen".
- If anything is missing the student summary will say "Missing fields" in red.

## Contacts and Addresses Tab - Guardians

- You will now be asked to enter the child's legal address, not a mailing address, along with information for the primary guardian living with the child. Click the "**Add Primary Address and Primary Parent/Guardian**" button to continue.
- Choose the primary guardian's street from the drop-down. Be sure to also choose the street based upon your house number. Every address and street in Montclair is listed. **NO NOT** click the override button for the primary guardian if you live in Montclair.
- Click the "**Save Primary Contact Information**" button after you enter each Guardian
- Please add all Guardians even if they do not live with the child.
- Please supply an address and phone number for all guardians.
- At least one of the Guardians that live with the student should have an email address listed.
- **Any guardians not listed on the child's records will not be able to have any contact with the child at the school, or pick them up.**
- Once all Guardians are added you can review a summary of what has been entered.
- If all guardians have been added you can continue on to adding Emergency contacts by clicking the "**Add Additional Emergency Contact**" button.

## Contacts and Addresses Tab – Emergency Contacts

- Emergency contacts should be added in the order in which you wish us to call them in the event we cannot reach one of the guardians.
- If you want someone to be able to pick up your child from school make them an emergency contact and check off the "**Permission to pick the student up from school**" box. Students will not be released to anyone that is not included on their Genesis record.
- Be sure to include at least 2 emergency contacts.
- Do **NOT** add any of the guardians as an Emergency contact. They are already the first person we would contact in an emergency.
- Every emergency contact must have the relationship to the student listed. For example your mother would be the child's Grandmother so that is what you would choose.
- Every emergency contact must have a phone number listed.
- Addresses and email addresses are NOT required.
- Once all Emergency contacts have been added and reviewed click the "**Add Additional Other Contact**" button.

## **Contacts and Addresses Tab – Other Contacts**

- Do **NOT** add any guardians or emergency contacts under the other contact category.
- **Other contacts are ONLY used for Doctors, Dentists, and Hospitals.**

### **DOCTOR**

- Click the “**Add Additional Other Contact**” button.
- Choose Dr. as the prefix.
- Enter your medical Doctor’s first and last name.
- If your Doctor is being listed as a medical group and not a specific Doctor, enter the group name under the first and last name.
- Choose a relationship type of **Doctor**.
- Enter the Doctor’s phone number under Home Phone.
- Email and address are not required.
- Click the “**Save Additional Other Contact Information**” button.

### **DENTISTS**

- Click the “**Add Additional Other Contact**” button.
- Choose Dr. as the prefix.
- Enter your Dentist’s first and last name.
- If your Dentist is being a medical group and not a specific Dentist, enter the group name under the first and last name.
- Choose a relationship type of **Dentist**.
- Enter the Dentist’s phone number under Home Phone.
- Email and address are not required.
- Click the “**Save Additional Other Contact Information**” button.

### **HOSPITAL**

- Click the “**Add Additional Other Contact**” button.
  - Enter your preferred Hospital under last name.
  - Choose a relationship type of **Hospital**.
  - Enter the Hospital’s phone number under Home Phone.
  - Email and address are not required.
  - Click the “**Save Additional Other Contact Information**” button.
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- Once you are finished, your Other Contact screen should have:
    - A DOCTOR listed if you have one.
    - A DENTIST listed if you have one.
    - A HOSPITAL listed if you have one.
  - You have the ability to Add, Modify, or Delete any contacts.
  - Once you are satisfied with all of your entries click on the “**Advance to Next Screen**” button.

## Documents Tab

- Parents have the ability to upload some of their required supporting documentation in the registration portal. This will save time during the in person registration process. **The documents MUST be a .PDF file.** You must still bring in the original documents for registration to look at.
- Documents are child specific.
- Proof of residency should be uploaded for each child.
- The uploading of documents is optional. If you do not have the ability to scan your documents into a PDF, please bring them with you and we will scan them in for you.
- Once completed click on the “**Advance to Next Screen**” button.

## Appointments Tab

- You must choose an appointment for each of your children.
- Students in grades PK – 8 are registered at our Board Office, 22 Valley Rd.
- Students in grades 9 – 12 are registered at our High School, 100 Chestnut St.
- If you are scheduling students at different locations, allow yourself time to get between the locations.
- Click “**Advance to Next Screen**” when finished

## Home Language Survey Tab

- You will now be asked to complete a Home Language Survey for each of your children.
- The survey questions are dependent on how you answer each question.
- Click Begin Survey and answer each question, then choose next or submit depending on the question.
- Click “**Advance to next screen**” when all surveys are complete.

## Review and Submit Tab

- The summary screen gives you one more chance to check all of the information that you have entered.
- The summary screen will also list your appointment times.
- If you have not entered all of the required information you will not be able to submit your registration information.
- Click “**Edit Student Information**” button to edit any incomplete students.
- If all required information has been entered you will see a “**Submit Registration Information**” button at the bottom of the screen.
- If information is missing the submit button will not appear
- Enter your email address to get a confirmation email. This is highly recommended.
- Click on the “**Submit Registration Information**” button.
- This completes the registration process.
- Remember to bring all of the required information listed on the registration website when you come for your appointment. You will not be able to complete the process without this information.