

Roxbury Public Schools Online Registration

Click here to access the [Roxbury Public Schools Central Registration](#) website.

At the welcome screen, read the security message and click on the specific photo.

Welcome to Roxbury School District Online Registration













To be eligible for Kindergarten, children must be five (5) years of age on or before October 1st.

To be eligible for First grade, children must be six (6) years of age on or before October 1st.

New students just entering into the district may register at any time.

You will be asked to create a login under the 'Review and Submit' tab. Please ensure you create a login before exiting out of the system. Please keep your login information in a secure place.

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

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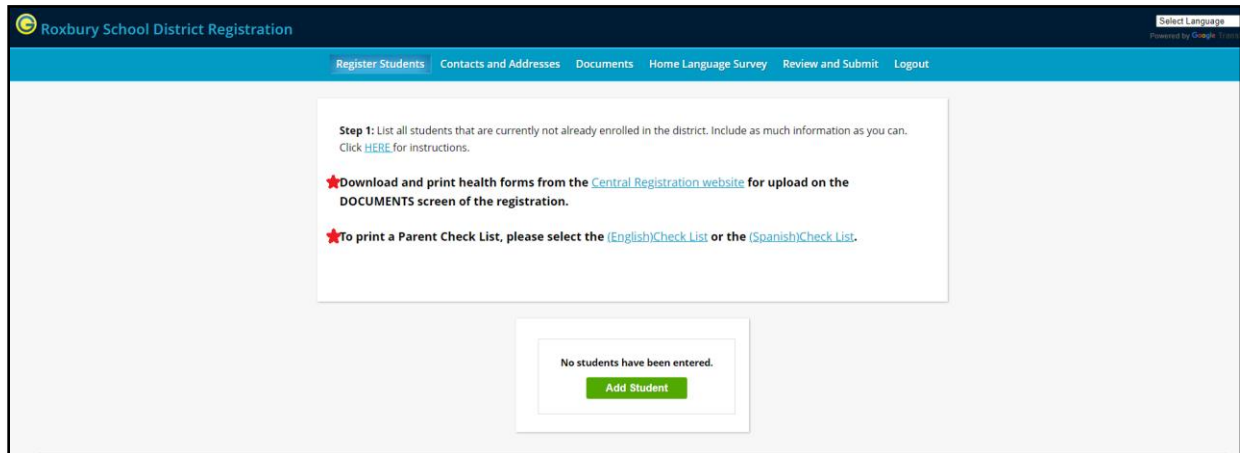
[Or Click Here To Continue Previous Registration](#)

To access an existing registration packet, click on the **GREEN** 'Or Click Here To Continue Previous Registration' button.

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

Register Students tab

1. For each student, download and complete the required health forms for upload on the Documents screen of the registration.

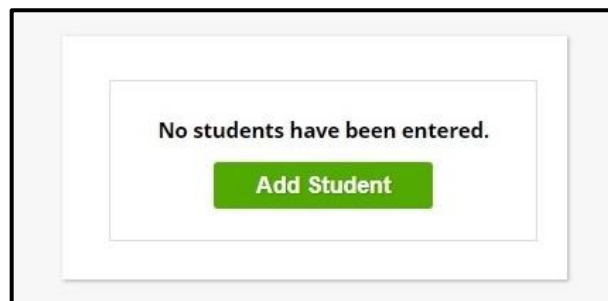


Please refer to the Parent Check List for a list of required documents.

Central Registration Check List			
Student Information - Central Registration Office - Required Documents			
Required Documents	Description	YES (Applicable)	NO (Not Applicable)
Birth Certificate	Original with related use		
Parent/Guardian Photo ID	Copy (color photo ID card) from ID.MI or Driver's License, passport, or other photo ID		
Immunization Record	Current copy from physician		
Physical Examination Record	Physical Exam Form (Student, Parent, and School)		
Consent copy from physician	Consent form signed by Parent/Guardian		
Health History Form	Consent form signed by Parent/Guardian		
Identification Permission/Action Plan	Consent form signed by Parent/Guardian		
Proof of Residency (3)	Category A (3) documents (Dates when the car is used) (Must include the car title, car insurance, and other documents that establish residency.) (Must be original or certified copy)		
Category B (3) documents (Dates when the car is used) (Must include the car title, car insurance, and other documents that establish residency.) (Must be original or certified copy)	Category A (3) documents (Dates when the car is used) (Must include the car title, car insurance, and other documents that establish residency.) (Must be original or certified copy)		
Legal Guardian Custody Documents	(If applicable) Digital court document		
Passport/Immigration Documents	(If applicable) Digital passport/immigration card		
Release of Records	Release form signed by the parent/guardian who authorized access for all change in records except those that include social security numbers. Release form should be provided in English for professional students and in Spanish for non-professional students.		
Individual Education Program (IEP) Record	(If applicable) Current IEP record specific to the time of the registration document.		
Online Registration Confirmation	Confirmation sheet		

Lista de verificación de registro central			
Información del estudiante - Oficina de registro central - Documentos			
Requeridos Documentos	Descripción	SI (Aplicable)	NO (No Aplicable)
Certificado de nacimiento	Original con visto en relieve		
Identificación con fotografía del padre / tutor	Copias de identificación con fotografía del no conductor de la DMV, licencia de conducir del estado de origen, pasaporte original, copia actual de licencia		
Registro de vacunas	Copias actual de médico		
Registro de examen físico	Formulario de examen físico (Estudiante, Padre y Escuela)		
Carta consentimiento del médico	Formulario de consentimiento del médico		
Formulario de historia	Formulario de historia		
Permisos de medicación / Plan de acción	Formulario de consentimiento / Plan de acción		
Prueba de residencia	Categoría A (3) documentos (Fecha en la que se usó el carro) (Debe incluir el título del carro, el seguro del carro, y otros documentos que establezcan la residencia.) (Debe ser original o copia certificada)		
Categoría B (3) documentos (Fecha en la que se usó el carro) (Debe incluir el título del carro, el seguro del carro, y otros documentos que establezcan la residencia.) (Debe ser original o copia certificada)	Categoría A (3) documentos (Fecha en la que se usó el carro) (Debe incluir el título del carro, el seguro del carro, y otros documentos que establezcan la residencia.) (Debe ser original o copia certificada)		
Documentos de custodia del tutor legal	(Si aplica) Documento judicial digital		
Pasaporte / Documentos de inmigración	(Si aplica) Pasaporte original / Documento de inmigración		
Liberación de registros	Formulario de liberación de registros firmado por el padre / tutor o un formulario autorizado para que ambas las firmen. El formulario de liberación de registros debe estar en español para los estudiantes profesionales y en inglés para los estudiantes no profesionales.		
Registro del Programa de Educación Individual (IEP)	(Si aplica) Registro de estudiante con discapacidad que está vigente en el momento del momento del registro		
Inscripción en línea Confirmación	Hoja de confirmación		

2. Click the 'Add Student' button.



- Fill in the student information and select the 'Save Student' button once completed. Do Not use all CAPS. (An *(asterisk) denotes a required field that must be filled in)

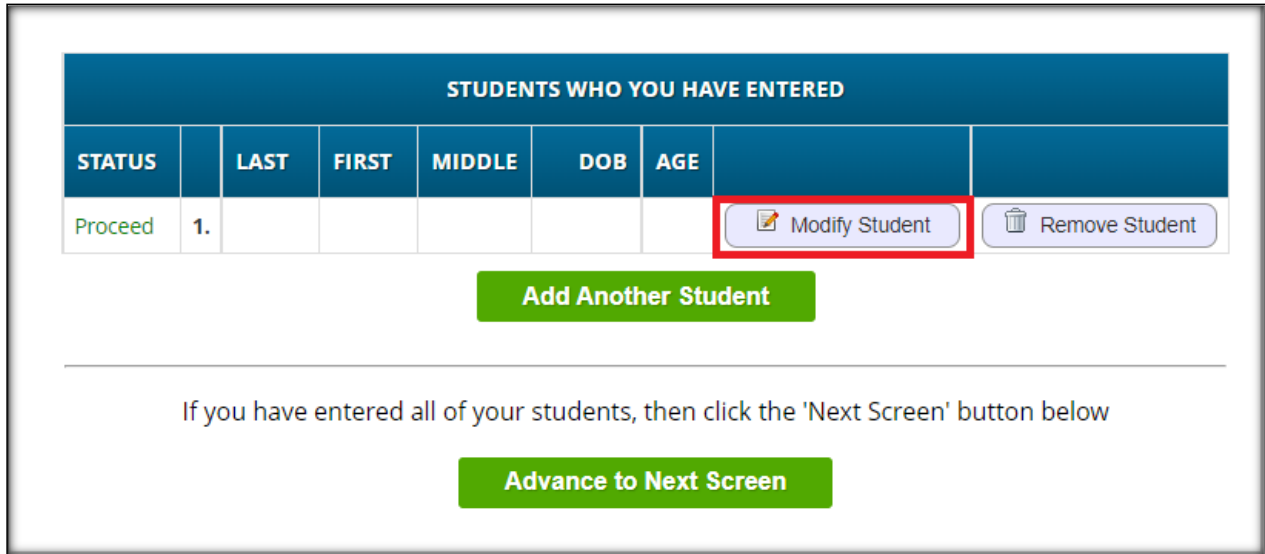
- 'Select the school the student will be attending' – Please contact the *Roxbury School District Transportation Department at (973) 584-6756* to confirm the neighborhood school located in the attendance area of your residence.

- If transportation for babysitting and/or daycare is needed, type "YES" in this field. Select the 'Click HERE to Download Form' link to access the Alternate Bus Stop Request Form.


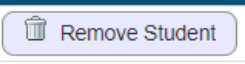
6. Once all required fields have been entered, click the 'Save Student' button.



7. Click on 'Modify Student' if you need to edit information for that student.
Use the 'Remove Student' button if you need to cancel the student registration.



The screenshot shows a table titled "STUDENTS WHO YOU HAVE ENTERED". The table has columns for STATUS, LAST, FIRST, MIDDLE, DOB, AGE, and two action buttons: "Modify Student" and "Remove Student". The first row shows a student with STATUS "Proceed" and LAST name "1.". The "Modify Student" button is highlighted with a red box. Below the table is a green "Add Another Student" button. Below that is a horizontal line, followed by the text "If you have entered all of your students, then click the 'Next Screen' button below" and a green "Advance to Next Screen" button.

STUDENTS WHO YOU HAVE ENTERED							
STATUS		LAST	FIRST	MIDDLE	DOB	AGE	
Proceed	1.						 

Add Another Student

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

Advance to Next Screen

8. If registering more than one student, select the 'Add Another Student' button and repeat Steps 3-7.

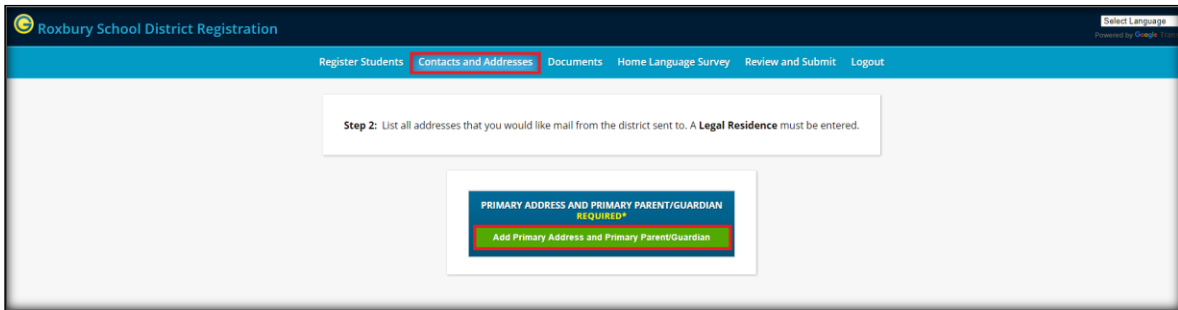


9. Once you have completed Register Students, click the 'Advance to Next Screen' button.

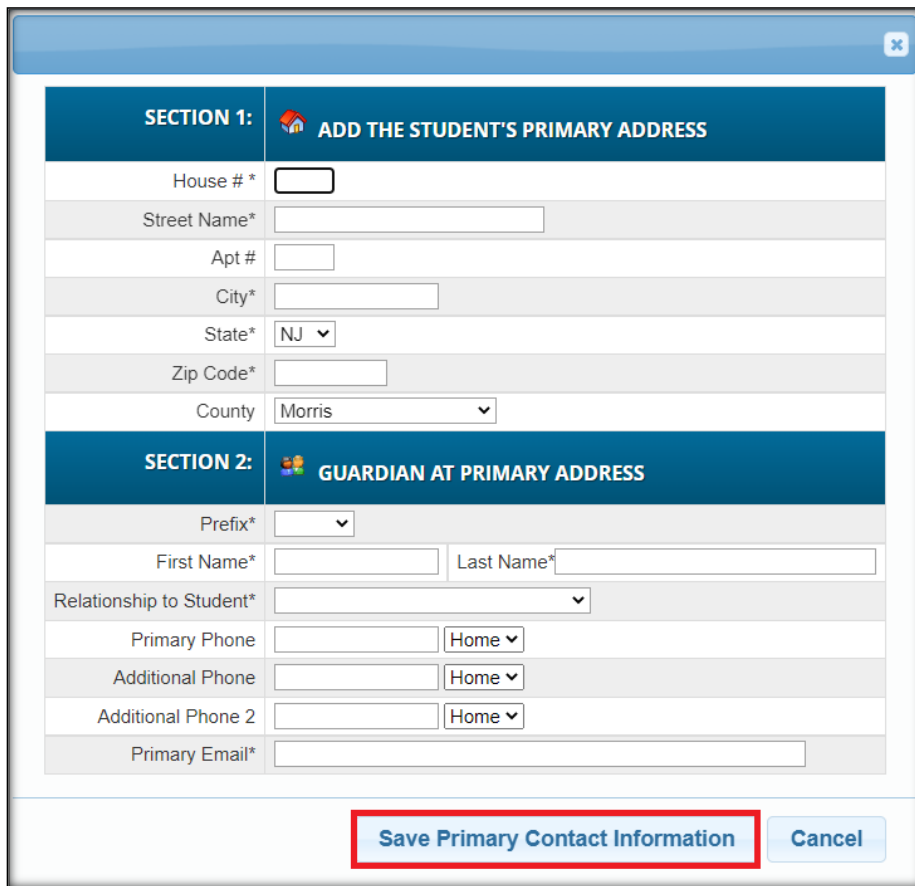




Contacts and Addresses tab

1. **A Legal Residence is required for the student and Primary Parent or Guardian.**
Click the **GREEN** 'Add Primary Address and Primary Parent/Guardian' button to proceed.

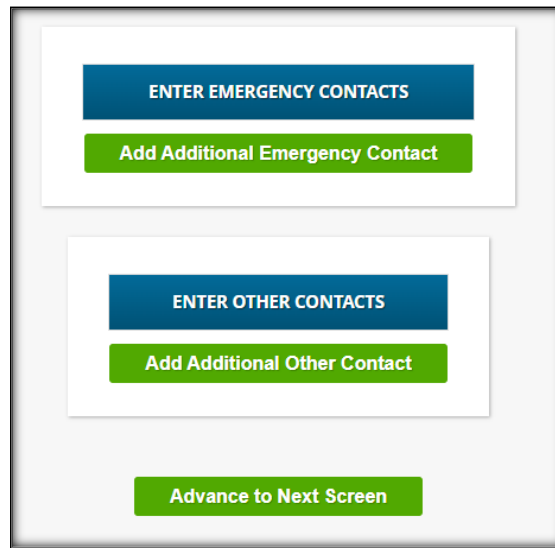
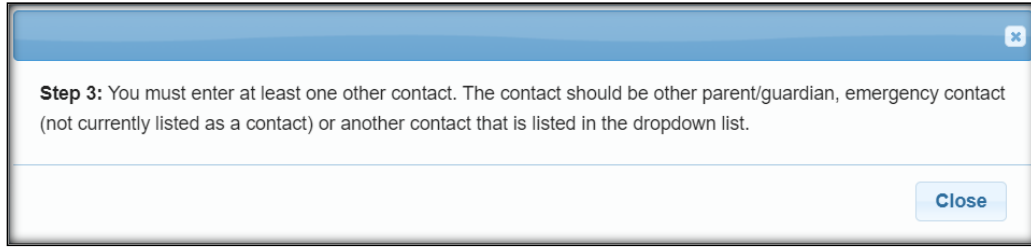


2. **Enter the Primary Parent/Guardian information.**
Once completed click the 'Save Primary Contact Information' button to proceed.



SECTION 1:  ADD THE STUDENT'S PRIMARY ADDRESS	
House # *	<input type="text"/>
Street Name*	<input type="text"/>
Apt #	<input type="text"/>
City*	<input type="text"/>
State*	NJ <input type="button" value="v"/>
Zip Code*	<input type="text"/>
County	Morris <input type="button" value="v"/>
SECTION 2:  GUARDIAN AT PRIMARY ADDRESS	
Prefix*	<input type="button" value="v"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Relationship to Student*	<input type="button" value="v"/>
Primary Phone	<input type="text"/> <input type="button" value="Home v"/>
Additional Phone	<input type="text"/> <input type="button" value="Home v"/>
Additional Phone 2	<input type="text"/> <input type="button" value="Home v"/>
Primary Email*	<input type="text"/>

3. After submitting the Primary Contact Information, continue to enter the required Additional Parents/Guardians, Emergency and Other contacts.



4. Once you have completed 'Contacts and Addresses', click the 'Advance to Next Screen' button.



Documents tab

Specific documents are required for admission into Roxbury Public Schools. Please refer to the Parent Check List for a list of required documents. If you are unable to upload the documents, please call *Central Registration at (973) 252-7127* or send an email to: registration@roxbury.org. All registration submissions must include the required registration documents.

1. Upload Documents for each student (can be .pdf or .jpg format).

DOCUMENTS FOR _____			
DESCRIPTION	REQUIRED		
OPEN REGISTRATION DOCUMENTS			
Birth Certificate	No	<input type="button" value="Upload Doc"/>	No Document
Parent/Guardian Photo ID	No	<input type="button" value="Upload Doc"/>	No Document
OPEN REGISTRATION MEDICAL DOCUMENTS			
Immunization Record	No	<input type="button" value="Upload Doc"/>	No Document
Health History	No	<input type="button" value="Upload Doc"/>	No Document
State Physical Evaluation Form (Grades 7-12)	No	<input type="button" value="Upload Doc"/>	No Document
Universal Health Form (Grades K-6)	No	<input type="button" value="Upload Doc"/>	No Document
Medical Action Plan (anaphylaxis, asthma, or seizure etc.)	No	<input type="button" value="Upload Doc"/>	No Document
OPEN REGISTRATION DOCUMENTS			
Proof of Residency - Category A	No	<input type="button" value="Upload Doc"/>	No Document
Proof of Residency - Category B	No	<input type="button" value="Upload Doc"/>	No Document
Legal Guardian Custody (if applicable)	No	<input type="button" value="Upload Doc"/>	No Document
Passport/Immigration Documents (if applicable)	No	<input type="button" value="Upload Doc"/>	No Document
Release of Records	No	<input type="button" value="Upload Doc"/>	No Document
Official transcript for high school only, report card, and standardized testing records	No	<input type="button" value="Upload Doc"/>	No Document
Individual Education Program (IEP)	No	<input type="button" value="Upload Doc"/>	No Document
Student-Athlete Residency Affidavit (required for sports participation - Grades 9-12)	No	<input type="button" value="Upload Doc"/>	No Document

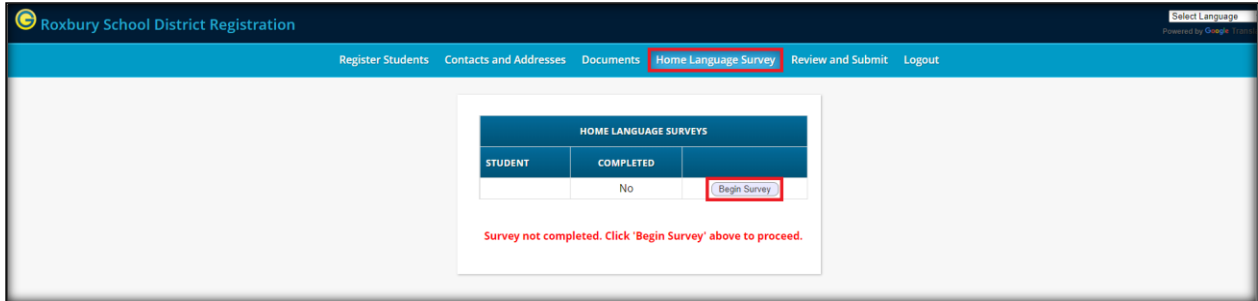
If you have uploaded all of your documents please click the Next Screen button below

2. Once you have uploaded the documents, click the 'Advance to Next Screen' button.

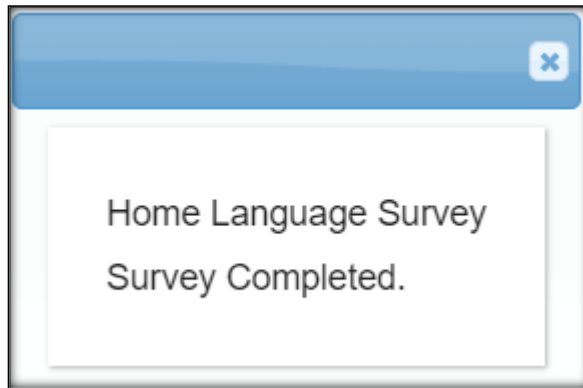


Home Language Survey tab

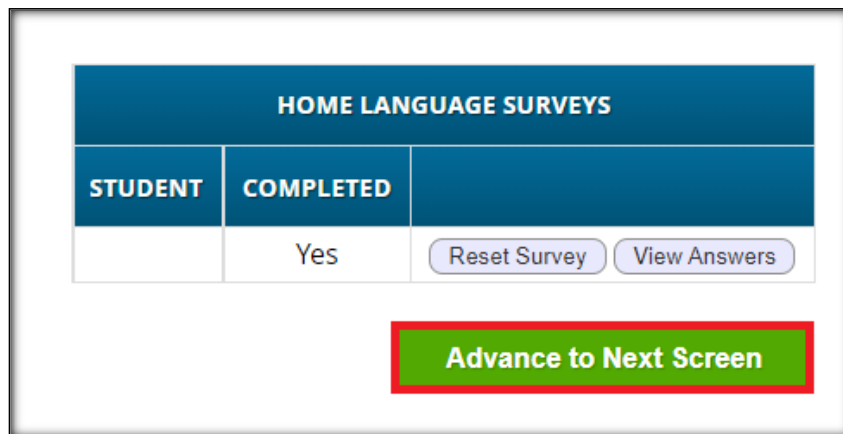
1. The Home Language survey must be completed at the time of registration for each student. Click the 'Begin Survey' button to proceed.



2. The following dialog box will display upon completion of the Home Language survey.

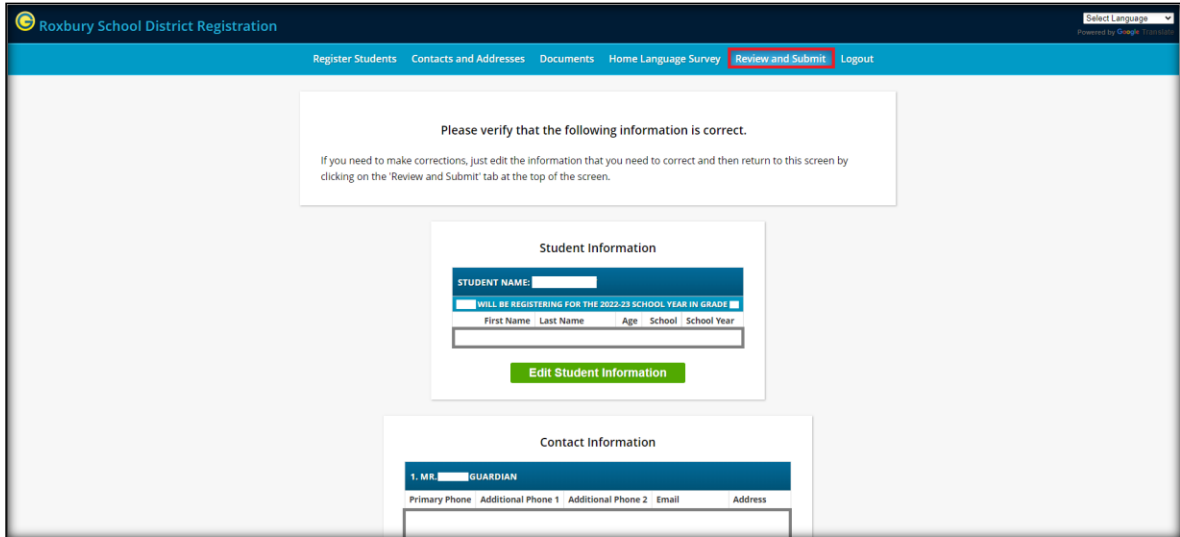


3. Once the Home Language survey is completed, click the 'Advance to Next Screen' button.



Review and Submit tab

1. **Review and verify all your information for accuracy.** To make corrections or to add missing information, select the 'Edit' button for the appropriate tab screen. Return to the 'Review and Submit' tab once editing is completed.



2. **An online registration account must be created in order to submit the registration request.**

Creating an account is required in order to submit

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

Email

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

Password

Confirm Password

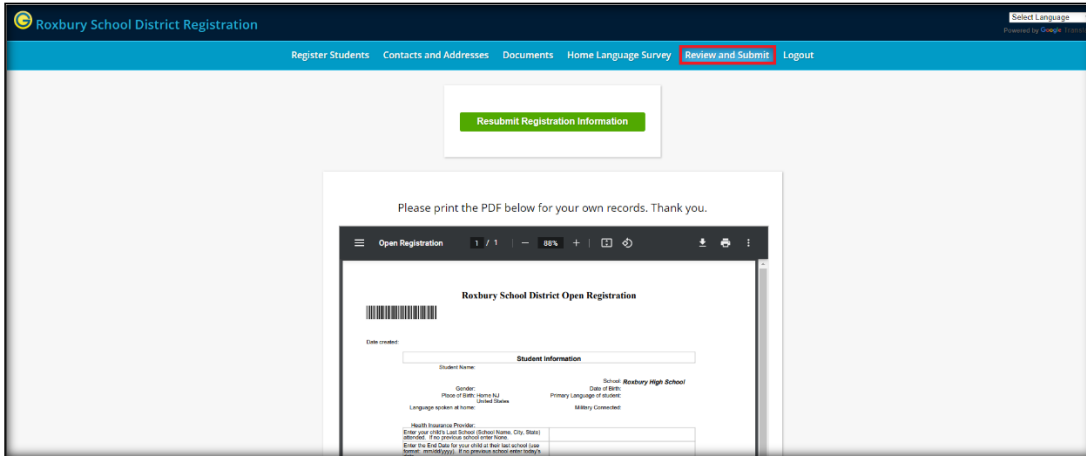
Retype password

Submit Registration Information

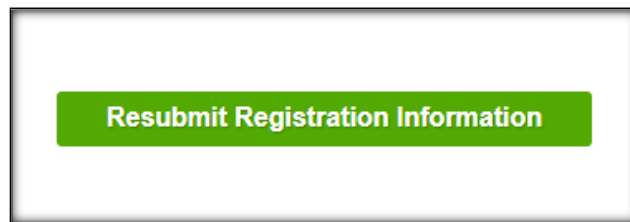
3. **Once you have completed Steps 1 & 2, click the 'Submit Registration Information' button.**



4. Keep a copy of the confirmation sheet for your records.



5. If making updates you will need to resubmit the form to save any changes.



6. Once completed, please click the 'Logout' button to exit the online registration.



Questions can be sent to registration@roxbury.org or call (973) 252-7127.