

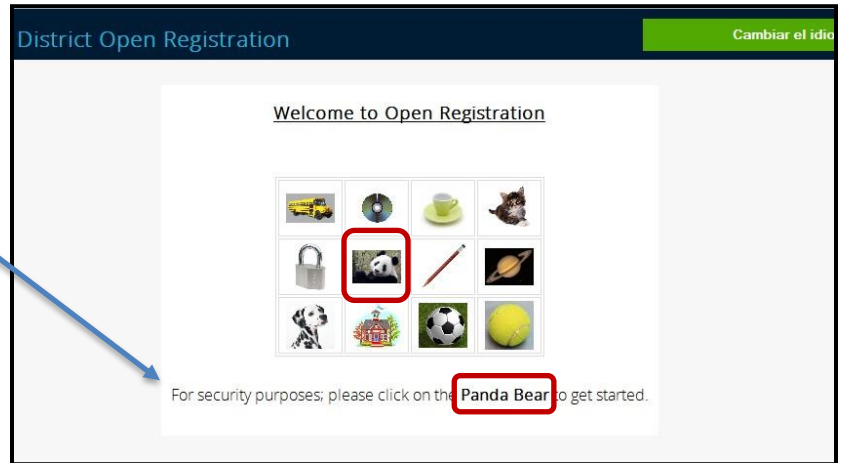
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# Open Registration

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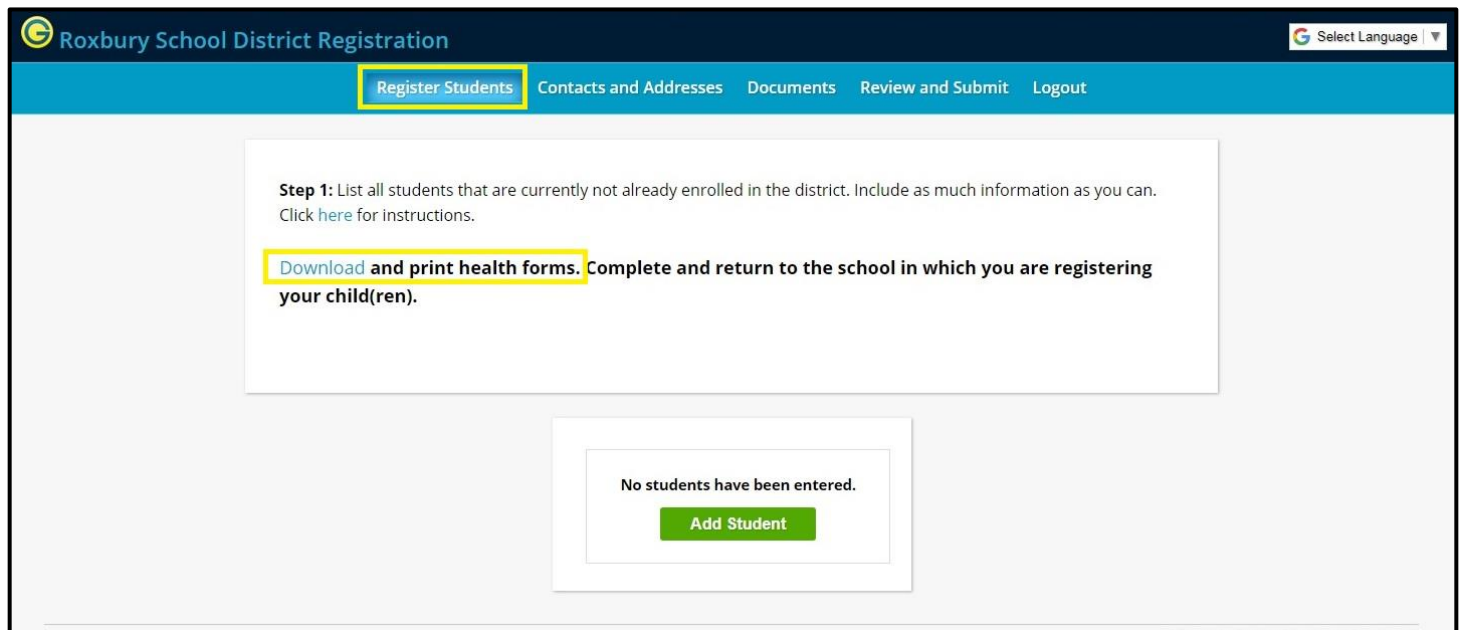
Click here to access the [Roxbury School District Registration](#) website.

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

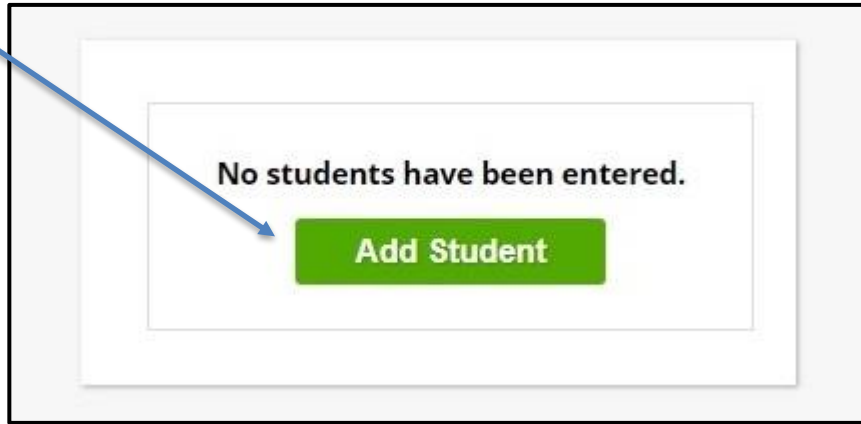


## Register Students tab

1. Download and complete the required health forms for each student that you are registering



2. Click "Add Student"



3. Fill in the student information

(An **\*(asterisk)** denotes required fields that must be completed In order to submit the registration)

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON	
* DENOTES REQUIRED FIELDS	
Registering for School Year:*	<input type="text"/>
Anticipated Grade Level:*	<input type="text"/>
Select the school the student will be attending:	<input type="text"/>
Student First Name:*	<input type="text"/>
Student Last Name:*	<input type="text"/>
Suffix:	<input type="text"/>
Ethnicity:	<input type="checkbox"/> Hispanic
Select one or more:*	<input type="checkbox"/> White
	<input type="checkbox"/> Black
	<input type="checkbox"/> American Indian / Alaskan
	<input type="checkbox"/> Asian
	<input type="checkbox"/> Hawaiian native/other Pacific Islander
Gender:*	<input type="text"/>
Date of Birth:*	<input type="text"/>
Refuse release of birthplace information:	<input type="checkbox"/>
City of Birth:*	<input type="text"/>
State of Birth:*	<input type="text"/>
Country of Birth:*	<input type="text"/>
Date First Enrolled in US School (if born outside the US):	<input type="text"/>
Date of First Entry to US	<input type="text"/>
Primary Language spoken by student:*	<input type="text"/>
Language spoken by family at home:*	<input type="text"/>
Military Connected Indicator:*	<input type="radio"/> Not Military Connected - Student is not military-connected
	<input type="radio"/> Active Duty - dependent of a member of the Active Duty Forces (Full Time: Army Navy Air Force Marine Corps or Coast Guard)
Insurance Provider:	<input type="text"/>
Has Med Insurance?:*	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
Release to NJ Family Care:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown

**4. Provide the Native Language**

What language did your child speak first? (Native Language: The language first acquired by the child, or the language most often spoken in the child's home, regardless of the language the child speaks now.)	<input type="text"/>
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**5. Access the AUP and the Media Consent agreements by clicking on the blue words**

Use the drop down list for each to grant permission

I have read the <b>AUP</b> agreement and grant my child permission.	<input type="text"/>
I have read the <b>Media Consent</b> agreement and grant my child permission.	<input type="text"/>

**6. If you need transportation for babysitting and/or daycare, enter "Y" and download the form**

Bring the completed form to your scheduled Central Registration appointment.

Do you need babysitting/day care transportation? Y or N.	<b>Download form.</b>	<input type="text"/>
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**7. Once all information has been entered, click the "Save Student" button**

8. Click "Modify Student" if you need to edit or change information for that student

STUDENTS WHO YOU HAVE ENTERED							
STATUS		LAST	FIRST	MIDDLE	DOB	AGE	
Completed	1.	Student	Test		1/3/2000	18	 

Click "Remove Student" if you need to cancel the student registration

9. If registering additional students, click "Add Another Student" and repeat Steps 3-7

**Add Another Student**

10. Once you have completed Register Students, click the "Advance to Next Screen" button

**Advance to Next Screen**

## Contacts and Addresses tab



1. A Legal Residence is required for the student and Primary Parent/Guardian  
Click "Add Primary Address and Primary Parent/Guardian" to proceed

Register Students   **Contacts and Addresses**   Review and Submit   Logout

**Step 2:** A **Legal Residence** must be entered for the student and Guardian 1. PO Box is not acceptable for a Legal Residence address.

**PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN**  
Add Primary Address and Primary Parent/Guardian


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

SECTION 1:  ADD THE STUDENT'S PRIMARY ADDRESS		
House # *	<input type="text" value="30"/>	
Street Name*	<input type="text" value="Village Green"/>	
Apt #	<input type="text" value="F"/>	
City*	<input type="text" value="Budd Lake"/>	
State*	<input type="text" value="NJ"/>	
Zip*	<input type="text" value="07828"/>	
County	<input type="text" value="Morris"/>	
SECTION 2:  GUARDIAN AT PRIMARY ADDRESS		
First Name*	<input type="text" value="Mrs."/> <input type="text" value="Test"/>	Last Name* <input type="text" value="Student"/>
Relationship to Student*	<input type="text" value="Aunt"/>	
Home Phone	<input type="text"/>	<input checked="" type="checkbox"/> Primary
Cell	<input type="text"/>	<input type="checkbox"/> Primary
Cell Provider	<input type="text" value="Unknown"/>	
Work	<input type="text"/>	<input type="checkbox"/> Primary
Primary Email	<input type="text"/>	

**Save Primary Contact Information**   Cancel

3. After submitting the Primary Contact information, continue to enter:
  - Additional Parents/Guardians
  - Emergency Contacts
  - Additional Other Contacts

Click the “Modify” button to edit any saved information



PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN REQUIRED*					
	STREET NUMBER	STREET NAME	CITY	STATE	
Primary Address	60	Village Green	Budd Lake	NJ	
	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
Primary Guardian	Mrs.	Test	Student		 Modify

ENTER ADDITIONAL PARENTS/GUARDIANS

Add Additional Parent/Guardian

ENTER EMERGENCY CONTACTS

Add Additional Emergency Contact

ENTER OTHER CONTACTS AT LEAST ONE REQUIRED*					
	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
Contact 1	Mr.	Test	Students		 Modify Contact  Delete Contact

Add Additional Other Contact

Advance to Next Screen

4. Once you have entered the Primary Parent/Guardian, Additional Parent(s)/Guardian(s), Emergency and Other contact information, click “Advance to Next Screen”

## Documents tab

The following documents are required for admission into the Roxbury Township School District. If you are unable to upload the documents, please bring them with you to your scheduled appointment along with your registration confirmation sheet.

1. **Upload a copy of the student's birth certificate, medical records and proof of residence.**

Detailed below are acceptable forms of documentation for each required item

- Birth Certificate: Original birth certificate document
- Medical Records: Current immunization record from your child's physician  
Completed [Strep Permission Form](#)  
Current physical exam record on a [Universal Health Form](#)
- Proof of Residency: Category A - At least one of the following documents:
  - a) Property Deed
  - b) Current real estate tax bill
  - c) Closing statement for the purchase of residence
  - d) Current rental lease (Lease must list all children living at residence and be signed by all parties)
  - e) Notarized affidavit from the owner of your residence and yourself stating that you reside at that residence on a full time basis

Category B - At least two of the following documents dated within the last 30 days

- a) Utility services bill (i.e. water, gas, electric)
- b) Bank statement
- c) First class mail/letter from a state or federal agency
- d) Home/apartment insurance certificate

DOCUMENTS FOR TEST STUDENT			
DESCRIPTION	REQUIRED		
Birth Certificate	Yes	<input type="button" value="Upload Doc"/>	No Document
Medical Records	Yes	<input type="button" value="Upload Doc"/>	No Document
Proof of Residence	Yes	<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 completed uploading documents, click the "Advance to Next Screen" button

## Review and Submit tab

### 1. Review and verify all your information for accuracy.

To make corrections, simply select the "Edit" buttons, update the information as needed and then return to this screen by clicking on the "Review and Submit" tab at the top of the screen

[Register Students](#) [Contacts and Addresses](#) [Documents](#) [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: TEST STUDENT				
TEST WILL BE REGISTERING FOR THE 2018-19 SCHOOL YEAR IN GRADE 06				
First Name	Last Name	Age	School	School Year
Test	Student	18	LRS	2018-19

[Edit Student Information](#)

#### Contact Information

1. MRS. TEST STUDENT , GUARDIAN				
Home Phone	Cell Phone	Work Phone	Email	Address
	Provider:UNKNOWN			60 Village Green Budd Lake, NJ 07828

2. MR. TEST STUDENTS				
Home Phone	Cell Phone	Work Phone	Email	Address
	Provider:UNKNOWN			60 Village Green Budd Lake, NJ 07828

[Edit Contacts](#)

#### Document Information

DOCUMENTS FOR: TEST STUDENT		
Description	Required	Upload
Birth Certificate	Yes	No Document
Medical Records	Yes	No Document
Proof of Residence	Yes	No Document

[Edit Documents](#)

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**2. Enter your email address to receive a registration confirmation**

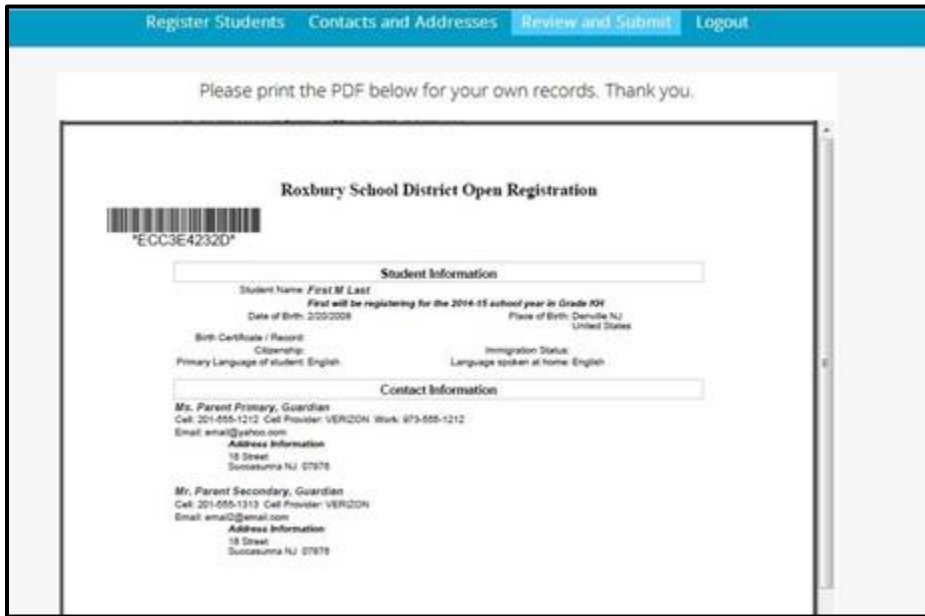
Bring a copy of the registration confirmation form to your scheduled Central Registration appointment

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

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



**4. Print the confirmation form and bring it with you to your scheduled appointment.**



5. If needed you can make further changes to the registration and resubmit the form.

The screenshot shows a web interface with a blue navigation bar at the top containing the following links: Register Students, Contacts and Addresses, Documents, Review and Submit, and Logout. The 'Review and Submit' link is highlighted. Below the navigation bar, a white box contains a green button labeled 'Resubmit Registration Information' and the text 'Your changes will not be saved until you click resubmit'. Below this, a larger white box contains the text 'Your changes have been submitted Please print the PDF below for your own records. Thank you.' Below this text is a PDF preview of the registration form. The PDF is titled 'Roxbury School District Open Registration' and includes a barcode with the alphanumeric string '\*D45D5FCFG2\*'. It also shows the date created as 01/24/2018. The form is divided into two sections: 'Student Information' and 'Contact Information'. The 'Student Information' section includes fields for Student Name (Test Student), Desired School (Lincoln Roosevelt School), Date of Birth (1/3/2000), Place of Birth (Denville NJ, United States), Primary Language of student (English), and Language spoken at home (English). It also asks 'Do you need babysitting/day care transportation? Y or N.' and provides a link to download the form. The 'Contact Information' section includes fields for Mrs. Test Student, Guardian and Mr. Test Students, Other, both with address information: 60 Village Green, Budd Lake NJ 07828.

6. Logout

The screenshot shows the same blue navigation bar as in the previous image. The 'Logout' link is highlighted with a yellow box. A blue arrow points from the text '6. Logout' above to the 'Logout' link in the navigation bar.