

Roxbury Public Schools Online Registration

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

At the Welcome screen, read the security message and click on the specific photo to proceed.

Welcome to Roxbury School District Online Registration

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

To be eligible for Kindergarten, children must be five (5) years of age on or before October 1st. If your child currently attends the Roxbury Community School Preschool program or a Roxbury Public Schools Special Education Preschool program, you do not have to complete the online pre-registration process.

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

You will be required to create an online registration account. Please be sure to keep your login information in a secure place.

For security purposes; please click on the **Dog** in order to proceed.



At the next screen, create an online registration account.

In order to continue Open Registration please fill in the information below to create an account. Accounts are active until all students in the Open Reg Package are registered, then it will be deactivated.

Email:

Password:

Confirm Password:

[Cancel](#)

Register Students

Add each new student that is currently not enrolled in the district. Download and complete the required health forms for upload on the Documents screen of the registration.

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

Download and print health forms from the [Central Registration website](#) for upload on the DOCUMENTS screen of the registration.

To print a Parent Check List, please select the [\(English\)Check List](#) or the [\(Spanish\)Check List](#).

No students have been entered.

Add Student

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

Required Documents	Description	Yes (Required)	No (Not Applicable)
Birth Certificate	Original with raised seal		
Parent Guardian Photo ID	Must contain photo of each parent/guardian Must include District's name and address Must print name		
Immunization Record	Current copies from physician (if applicable) or health care provider		
Physical Examination Record	Current copies from physician View required health form		
Health History Form	Completed and signed by parent/guardian		
Medication Permission/Action Plan	Current copies from physician		
Proof of Residency (30 days) (Spanish & Chinese documents)	Original copies of documents Must include tax file Must include driver license Must include utility bill (gas, electric, water, sewer, etc.) Must include deed or mortgage Must include lease agreement from rental company Must include affidavit from parent/guardian Must include statement from court		
Legal Guardian Custody Documents	If applicable: Original court documents		
Passport/Immigration Documents	If applicable: Original passport/immigration documents		
Release of Records	Request form signed by the District Director or an authorized agent for the District Director Request form must be completed by the parent/guardian Request form must be signed by the parent/guardian Request form must be signed by the parent/guardian		
Individual Education Program (IEP) Record	If applicable: Current IEP and a special ed at the time of the registration		

Requisitos Documentos	Descripción	Sí (Requerido)	No (No aplica)
Certificado de nacimiento	Original con sello en relieve		
Identificación con fotografía del padre / tutor	Debe de identificación con fotografía de cada uno de los padres/tutores Debe de incluir nombre de distrito y dirección Debe de imprimir nombre		
Registro de vacunas	Copias actuales de vacunación (si aplica) o proveedor de salud		
Registro de examen físico	Copias actuales del examen físico (si aplica) Completado y firmado por el médico		
Formulario de historia médica	Completado y firmado por el padre / tutor		
Permiso de medicamentos / Plan de acción	Copias actuales del médico		
Pruebas de residencia	Copias actuales de documentos Debe de incluir: archivo de impuestos Debe de incluir licencia de conducir Debe de incluir factura de servicios públicos (gas, electricidad, agua, alcantarillado, etc.) Debe de incluir escritura o contrato de alquiler Debe de incluir declaración de impuestos Debe de incluir declaración de impuestos del padre/tutor Debe de incluir declaración de impuestos del propietario		
Documentos de custodia del tutor legal	Si aplica: Documentos judiciales originales		
Pasaporte / Documentos de inmigración	Si aplica: Pasaporte original / documentos de inmigración		
Solicitud de Expediente del estudiante	Formulario de solicitud firmado por el padre / tutor o un agente autorizado para que busque los documentos de identificación y la autorización de la escuela. Los documentos de identificación deben ser solicitados al agente por una agencia de inscripción de estudiantes. El formulario de solicitud debe ser completado en el momento de la inscripción.		
Registro del Programa de Educación Individual (IEP)	Si aplica: IEP actual y un IEP especial en el momento de la inscripción.		

1. Click the 'Add Student' button.

No students have been entered.

Add Student

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

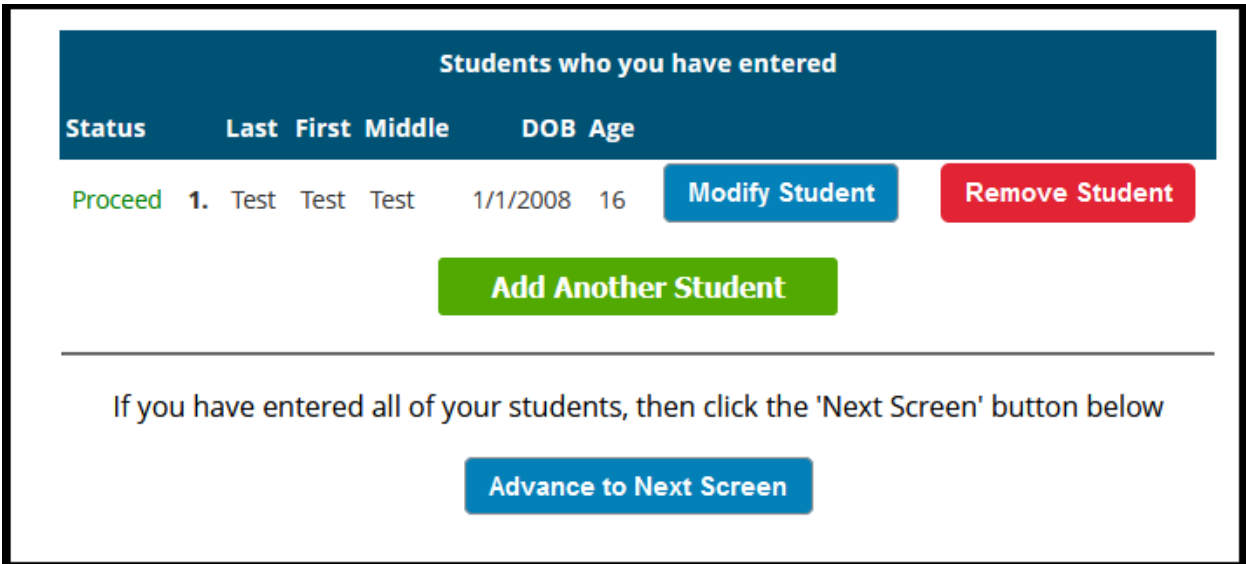
The screenshot shows a registration form with a dark blue sidebar on the left containing navigation links: Register Students, Contact Information, Documents, Home Language Survey, Finalize, and Logout. The main content area is divided into three sections: School, Student Info, and Birth. The School section includes fields for 'Registering for School Year*' (2024-25), 'Select the school the student will be attending:' (RHS - Roxbury High School), and 'Anticipated Grade Level*'. The Student Info section includes fields for 'Student First Name*', 'Preferred Student First Name:', 'Middle Name:', 'Student Last Name*', and 'Suffix:'. It also features an 'Ethnicity:' section with radio buttons for 'Hispanic' and 'Not Hispanic', and a 'Select one or more races*' section with checkboxes for 'White', 'Black or African American', 'American Indian or Alaska Native', 'Asian', and 'Native Hawaiian or Other Pacific Islander'. Below this are 'Birth Sex*' and 'Gender Preference:' dropdown menus. The Birth section includes 'Date of Birth*' (with an 'Age:' link), 'City of Birth:', 'State of Birth:', and 'Country of Birth*' dropdown menus.

3. **'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.

This close-up view of the 'School' section shows the 'Registering for School Year*' dropdown set to '2024-25'. The 'Select the school the student will be attending:' dropdown is highlighted with a green star icon and is set to 'RHS - Roxbury High School'. The 'Anticipated Grade Level*' dropdown is also visible below it.

4. **Once all required fields have been entered, click the 'Add Student' button.**

5. 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 displays a web interface for managing student registrations. At the top, a dark blue header reads "Students who you have entered". Below this is a table with columns for "Status", "Last", "First", "Middle", "DOB", and "Age". A single student entry is shown with the status "Proceed", last name "1.", first name "Test", middle name "Test", DOB "1/1/2008", and age "16". To the right of the student's information are two buttons: a blue "Modify Student" button and a red "Remove Student" button. Below the table is a green button labeled "Add Another Student". A horizontal line separates this section from the text "If you have entered all of your students, then click the 'Next Screen' button below". At the bottom of the interface is a blue button labeled "Advance to Next Screen".

Status	Last	First	Middle	DOB	Age		
Proceed	1.	Test	Test	Test	1/1/2008	16	Modify Student Remove Student

[Add Another Student](#)

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

[Advance to Next Screen](#)

6. If registering more than one student, select the 'Add Another Student' button and repeat Steps 2-4.



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

Contact Information

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

Step 2: A Legal Residence is required and must be entered for the student and Primary Parent/Legal Guardian.
Please list all addresses that mail from the district should be sent to.

Primary Address (Required*)

Add Primary Address and Primary Parent/Guardian

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

Adding 1st Guardian Contact

Section 1: Add the Student's Primary Address

House #:*

Street Name:*

Apt #:

City:*

State:*

Zip Code:*

County:

Section 2: Guardian at Primary Address

Prefix:*

First Name:*

Last Name:*

Relationship to Student:*

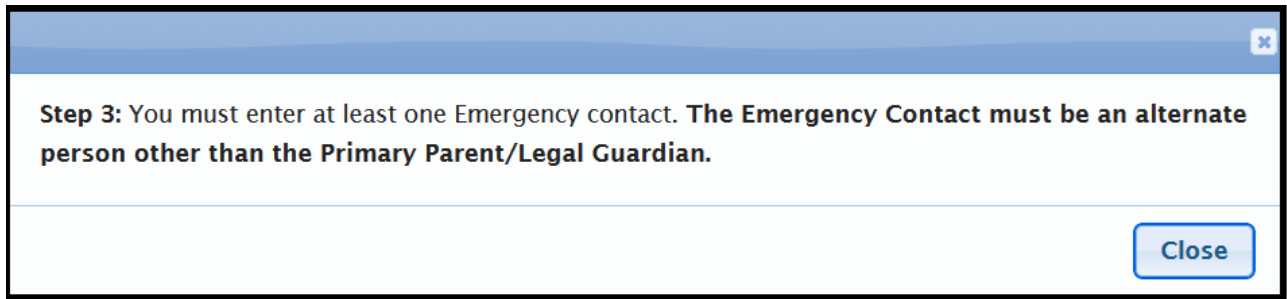
Primary Phone:* Home

Additional Phone: Home

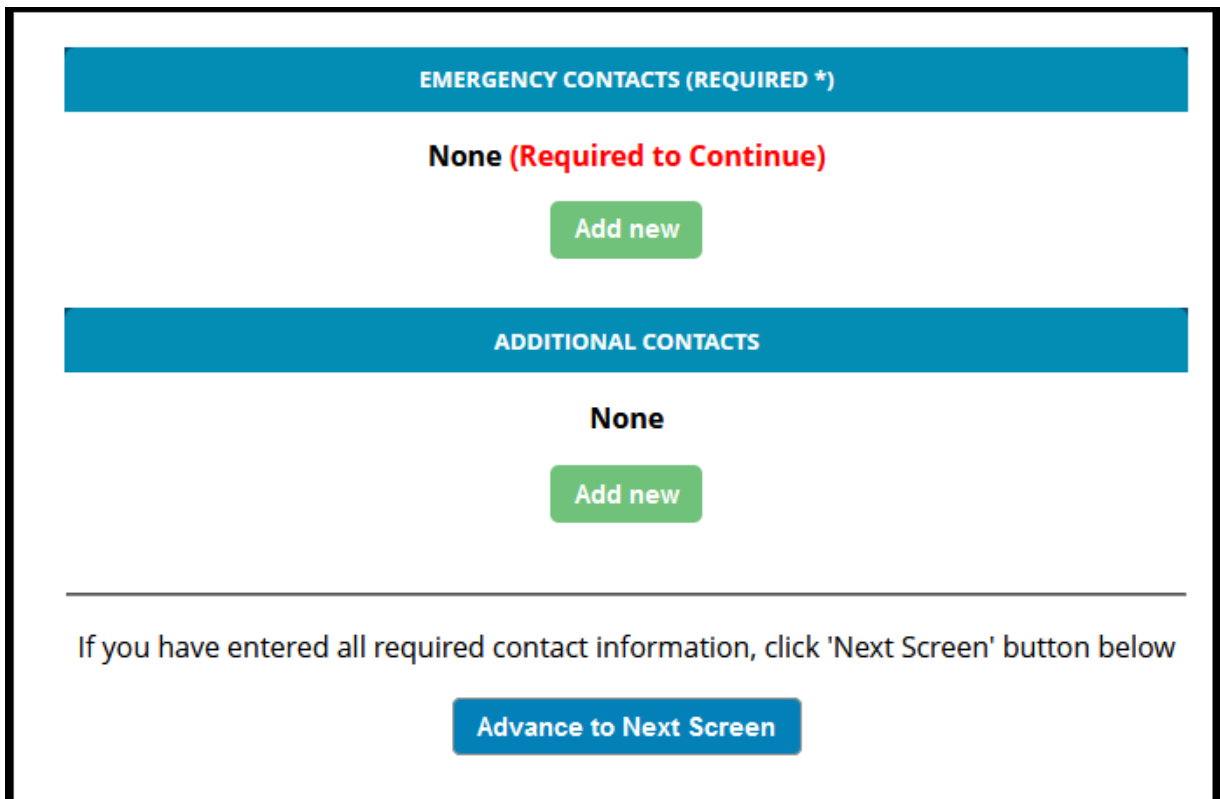
Additional Phone 2: Home

Primary Email:*

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



4. Once you have completed 'Contact Information', click the 'Advance to Next Screen' button to continue.



Documents

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 documents, please call *Central Registration* at (973) 252-7127 or email to: registration@roxbury.org. All registration submissions must include the required registration documents.

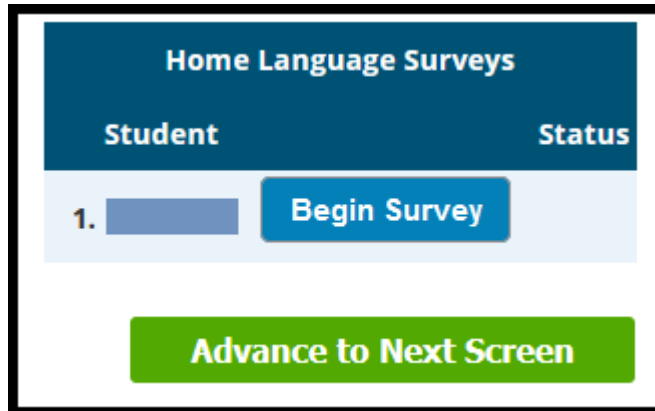
1. Upload Documents for each student (.pdf or .jpg format).

The screenshot displays a web interface for uploading registration documents. It features a list of seven document categories, each with a blue header 'OPEN REGISTRATION DOCUMENTS' and a corresponding 'Select Docs...' button. The categories are: Legal Guardian Custody (if applicable), Passport/Immigration Documents (if applicable), Official transcript for high school only, report card, and standardized testing records, Release of Records (English) with a 'Click Here' link, Release of Records (Spanish) with a 'Click Here' link, Individual Education Program (IEP), and Student-Athlete Residency Affidavit (required for sports participation - Grades 9-12) with a 'Click Here' link. Below the list is a green 'Upload Documents' button. At the bottom, a message reads 'If you have uploaded all of your documents please click the Next Screen button below' with a green 'Advance to Next Screen' button.

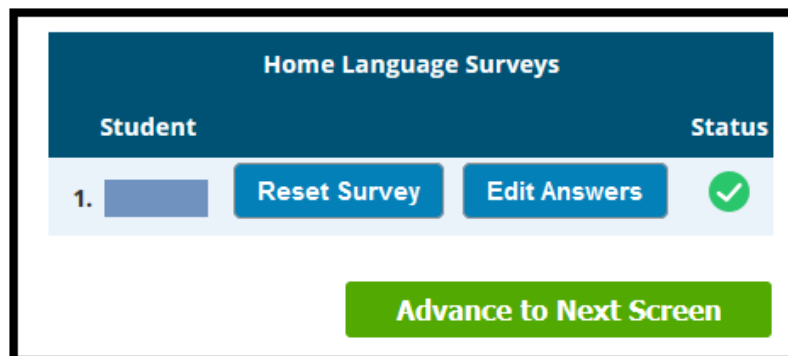
2. Once you have uploaded the documents, click the 'Upload Documents' button to save the file(s).
3. Once you have completed 'Documents', click the 'Advance to Next Screen' button to continue.

Home Language Survey

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



Finalize

1. **Review and verify all your information for accuracy.** To make corrections or to add missing information, select the appropriate category from the left side the screen. Return to 'Finalize' once editing is completed.

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

Student Information

Student Name: Completed

WILL BE REGISTERING FOR THE 2024-25 SCHOOL YEAR IN GRADE 10

First Name	Last Name	Age	School	School Year

Contact Information

1. Guardian

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address

2. Emergency

Primary Phone	Additional Phone 1	Additional Phone 2	Email	Address

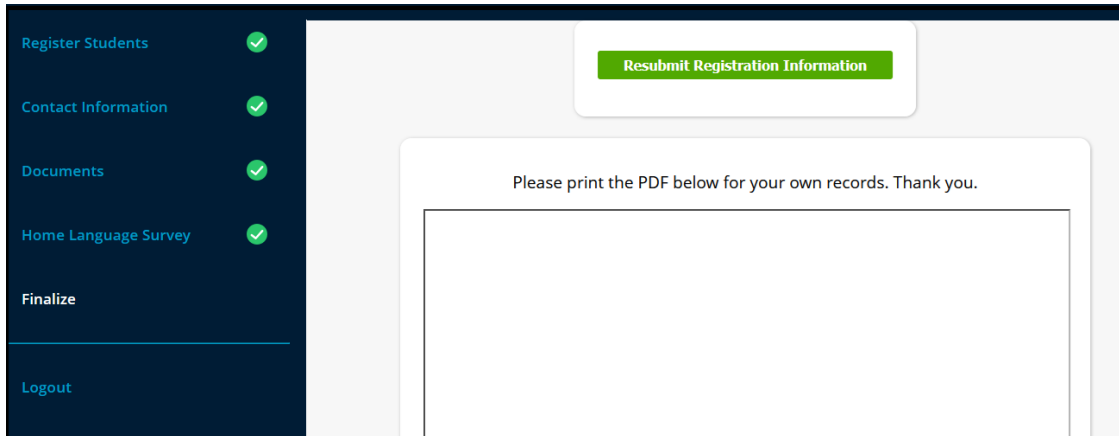
Confirmation Email:

Finalize Registration Information

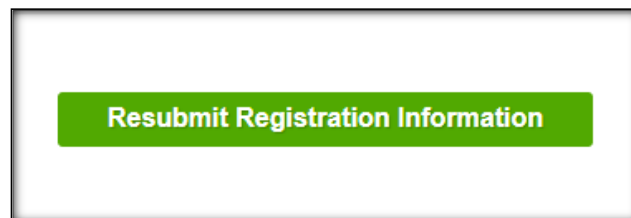
2. **Fill in the 'Confirmation Email' field to receive a confirmation email for your records.**

★ Confirmation Email:

3. Once all information has been verified for accuracy, please click the 'Finalize Registration Information' button to submit the registration request.



4. If making updates you must resubmit the form to save any changes.



5. Once completed, select 'Logout' from the left side of the screen. Questions? Please call *Central Registration* at (973) 252-7127 or email to: registration@roxbury.org.