

# Open Registration

1. Go to the website: <https://genesis.roxbury.org/genesis/openReg?screen=welcomeScreen&action=form>



2. At the welcome screen, click the photo to begin. (the security message will tell you which photo to click on)

3. Download and complete health forms and bring to the school you are registering your child(ren).



4. Fill in all fields.

FILL OUT THIS FORM AND THEN HIT THE 'ADD STUDENT' BUTTON	
Registering for School Year:	2014-15
Anticipated Grade Level:	KHI
Select the school the student will be attending:	Nixon Elementary School
Student First Name:	First
Middle Name:	M
Student Last Name:	Last Suffix: [v]
Select one or more:	<input checked="" type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian / Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian native/other Pacific Islander
Gender:	Female
Date of Birth:	02/20/2008
City of Birth:	Denville
State of Birth:	NJ
Country of Birth:	United States
Primary Language spoken by student:	English
Language spoken by family at home:	English

**No students have been entered.**  
Fill out the form on the left and then hit the 'Add Student' button.

5. 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.)

6. Read AUP and Media Consent forms (by clicking on the words “aup” and “media consent” to open the form). Check boxes to grant permission.

I have read the <a href="#">AUP</a> agreement and grant my child permission.	<input checked="" type="checkbox"/>
I have read the <a href="#">Media Consent</a> agreement and grant my child permission.	<input checked="" type="checkbox"/>

Do you need babysitting/day care transportation? Y or N. <a href="#">Download form.</a>	<input type="text" value="N"/>
---	--------------------------------

7. If transportation is needed for babysitting/daycare, enter “Y” and download form provided and return to the school in which you are registering your child(ren).

8. When all information is complete, select “Add Student”.

**FILL OUT THIS FORM AND THEN HIT THE 'ADD STUDENT' BUTTON**

Registering for School Year:

Anticipated Grade Level:

Select the school the student will be attending:

Student First Name:

Middle Name:

Student Last Name:  Suffix:

Select one or more:

- White
- Black
- Hispanic
- American Indian / Alaskan
- Asian
- Hawaiian native/other Pacific Islander

Gender:

Date of Birth:

City of Birth:

State of Birth:

Country of Birth:

Primary Language spoken by student:

Language spoken by family at home:

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.)

I have read the [AUP](#) agreement and grant my child permission.

I have read the [Media Consent](#) agreement and grant my child permission.

Do you need babysitting/day care transportation? Y or N. [Download form.](#)

**No students have been entered.**

Fill out the form on the left and then hit the 'Add Student' button.

9. If registering additional students, fill out fields on the left for each student and click “Add Another Student”. If you are only registering one student, select “*Advance to Next Screen*”. If you need to change information for the student(s) you registered, you can edit or delete the student by clicking on the edit or delete icons on the right side of the screen.

**Step 1:** List all students that are currently not already enrolled in the district. Include as much information as you can. Click [here](#) for instructions.

FILL OUT THIS FORM AND THEN HIT THE 'ADD STUDENT' BUTTON		STUDENTS WHO YOU HAVE ENTERED					
Registering for School Year:	2014-15	LAST	FIRST	MIDDLE	DOB	AGE	
Anticipated Grade Level:		1.	Last	First	M	2/20/2008	6
Select the school the student will be attending:		To enter more students, simply fill out the form on the left again and then hit the 'Add Student' button.					
Student First Name:		If you need to change any of the information for a student already entered, click on the 'Change' icon next to the student's name.					
Middle Name:		If you have entered all of your students, then click the 'Next Screen' button below					
Student Last Name:	Suffix:	<b>Advance to Next Screen</b>					
Select one or more:	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian / Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian native/other Pacific Islander						
Gender:							
Date of Birth:							
City of Birth:							
State of Birth:							
Country of Birth:							
Primary Language spoken by student:							
Language spoken by family at home:							
<b>Add Another Student</b>							

10. Fill in address and primary guardian information.

SECTION 1: ADD THE STUDENT'S PRIMARY ADDRESS	
House #	18
Street Name	Street
Apt #	A
City	Succasunna
State	NJ
Zip	07876
County	Morris
SECTION 2: GUARDIAN AT PRIMARY ADDRESS	
First Name	Ms. Parent
Last Name	Primary
Relationship to Student	Mother
Home Phone	Cell 2015551212 Cell Provider Verizon Work 9735551212
Primary Email	email@yahoo.com
SECTION 3:	<b>Click here to add another Guardian</b>
<b>Advance to Next Screen</b>	

Apt #

City

State

Zip

County

**SECTION 2: GUARDIAN AT PRIMARY ADDRESS**

First Name  Last Name

Relationship to Student

Home Phone:  Cell  Cell Provider  Work

Primary Email

**SECTION 3: ENTER ADDITIONAL GUARDIANS FOR STUDENT**

Does this Guardian live at student's Primary Address?  Yes  No

House #

Street Name

Apt #

City  State  Zip  County

First Name  Last Name

Relationship to Student

Home Phone:  Cell  Cell Provider  Work:

Primary Email

**SECTION 4:**

11. To enter second guardian, select, "Click here to add another Guardian". If the guardian lives at a different address, you can provide that information. Once all guardians have been entered, select "[Advance to Next Screen](#)".

12. On this screen, you can edit your address or guardian information. You will need to enter at least one additional contact for emergency purposes. Click "Add Another Contact".

**Step 3:** Review the Guardians that you have entered and add any other contacts you would like to include.

<p><b>1. MS. PARENT PRIMARY , GUARDIAN</b> <input type="button" value="Edit"/></p> <p>Relationship: Mother</p> <p>Home Phone:</p> <p>Cell Phone: 201-555-1212 Provider: VERIZON</p> <p>Work Phone: 973-555-1212</p> <p>Email: email@yahoo.com</p> <p><b>ADDRESS INFORMATION 1</b> <input type="button" value="Change"/> <input type="button" value="Remove"/></p> <p>18 Street</p> <p>Succasunna, NJ 07876</p>	<p>Click on the <i>Edit</i> button to Edit a Contact or Add an Address OR</p> <p>Click <i>Add Another Contact</i> to add more contacts.</p>
<p><b>2. MR. PARENT SECONDARY , GUARDIAN</b> <input type="button" value="Edit"/></p> <p>Relationship: Father</p> <p>Home Phone:</p> <p>Cell Phone: 201-555-1313 Provider: VERIZON</p> <p>Email: email2@email.com</p> <p><b>ADDRESS INFORMATION 1</b> <input type="button" value="Change"/> <input type="button" value="Remove"/></p> <p>18 Street</p> <p>Succasunna, NJ 07876</p>	

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

**Step 3:** Review the Guardians that you have entered and add any other contacts you would like to include.

1. , GUARDIAN <a href="#">Edit</a>	<p>WHICH OF THE OPTIONS BELOW BEST DESCRIBE WHO THIS PERSON IS?</p> <p><input checked="" type="radio"/> Emergency Contact (ie. friend, grandparent) you would like us to contact in an emergency</p> <p><input type="radio"/> Guardian for this student</p> <p><input type="radio"/> Other type of contact for informational purposes (ie. doctor, dentist)</p>
<p>Relationship:</p> <p>Home Phone:</p> <p>Email:</p>	<p><b>ADD CONTACT INFORMATION</b></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Relationship to Student: <input type="text"/></p> <p>Home Phone: <input type="text"/></p> <p>Cell Phone: <input type="text"/> Provider: <input type="text"/></p> <p>Work Phone: <input type="text"/></p> <p>Primary Email: <input type="text"/></p> <p>Do you need to add an address to this person? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p><b>ADDRESS INFORMATION 1</b> <a href="#">Change</a> <a href="#">Remove</a></p> <p>. NJ</p>	<p><a href="#">Save Contact Information</a></p> <p><a href="#">Advance to Next Screen</a></p>

[Add Another Contact](#)

Make sure Emergency Contact is selected and fill out contact information. After information is entered, click "Save Contact Information."

When finished with contacts, select "Advance to Next Screen."

13. Verify all information for accuracy. You can perform edits to any information from this screen. If all information is correct, select "*Submit Registration Information*." You can provide an email address for registration confirmation.

Contact Information

1. MS. PARENT PRIMARY, GUARDIAN <a href="#">Edit Contact Information</a>
Home Phone:
Cell Phone: 201-555-1212 Provider: VERIZON
Work Phone: 973-555-1212
Email: email@yahoo.com
<b>ADDRESS INFORMATION 1</b> <a href="#">Change</a> <a href="#">Remove</a>
18 Street
Succasunna NJ 07876
2. MR. PARENT SECONDARY, GUARDIAN <a href="#">Edit Contact Information</a>
Home Phone:
Cell Phone: 201-555-1313 Provider: VERIZON
Email: email2@email.com
<b>ADDRESS INFORMATION 1</b> <a href="#">Change</a> <a href="#">Remove</a>
18 Street
Succasunna NJ 07876

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

[Submit Registration Information](#)

14. Print form and bring with you to the school where you are registering your child(ren).

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

Please print the PDF below for your own records. Thank you.

**Roxbury School District Open Registration**

  
\*ECC3E4232D\*

**Student Information**

Student Name: *First M Last*  
*First will be registering for the 2014-15 school year in Grade KH*  
Date of Birth: 2/20/2008      Place of Birth: Denville NJ  
United States

Birth Certificate / Record:      Immigration Status:  
Citizenship:      Language spoken at home: English  
Primary Language of student: English

**Contact Information**

*Ms. Parent Primary, Guardian*  
Cell: 201-555-1212 Cell Provider: VERIZON Work: 073-555-1212  
Email: email@yahoo.com

**Address Information**  
18 Street  
Succasunna NJ 07876

*Mr. Parent Secondary, Guardian*  
Cell: 201-555-1313 Cell Provider: VERIZON  
Email: email@email.com

**Address Information**  
18 Street  
Succasunna NJ 07876

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

Please print the PDF below for your own records. Thank you.

15. Logout.