

Chesterfield Elementary School

Registration Guide



Welcome to Our School!

Enrolling in Chesterfield Elementary School is a simple, three step process:

Step 1: Obtain a Transfer Card and Immunization Records from Prior School

Step 2: Complete and Upload the Required Documents

Step 3: Complete the registration online

All steps are explained in more detail on the following pages.

STEP 1 – Obtain a Transfer Card

When withdrawing from the previous school, their office should provide you with a signed Transfer Card and a copy of your child's Immunization Records. Please scan these documents and email them to mrsb@chesterfieldschool.com

STEP 2 – Complete and Upload the Required Documents

Prepare the required registration documents. You will be required to upload ALL the required documents in Step 3. If you do not have all documents, you will not be able to continue through the registration process.

Please submit every document listed below.

You should have a total of 11 documents submitted:

- Copy of Birth Certificate
- Copy of Deed or Lease Agreement
- First Proof of Residency (such as utility bill, driver's license, etc.)
- Second Proof of Residency (such as utility bill, driver's license, etc.)
- [Authorization to Release Student Records](#) (PDF fillable form)
- [Bus Safety Contract](#) (PDF fillable form)
- [Universal Child Health Record](#) (Print and bring to your child's doctor for completion)
- Immunization Records (from your child's doctor)
- [Health History Questionnaire](#) (PDF fillable form)
- [Health Insurance Form](#) (PDF fillable form)
- [Health Release Form](#) (PDF fillable form)

Optional Forms (if applicable, can be emailed to kreg@chesterfieldschool.com):

- [Medication Administration Form](#)
- [Asthma Action Plan](#)

******You must have ALL of the above forms before moving on to Step 3. You will not be able to complete the registration without all of the required documents******

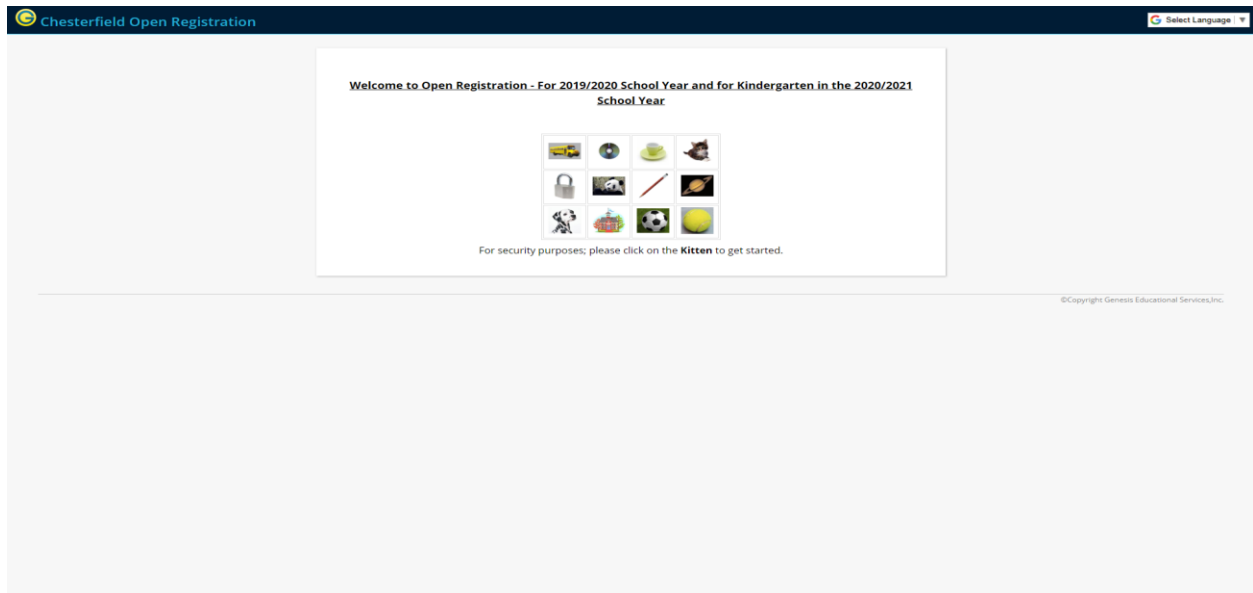
STEP 3 – Complete the Registration Online

To register online, please click on the following link:

<https://genesis.genesisedu.com/chesterfield/openReg>

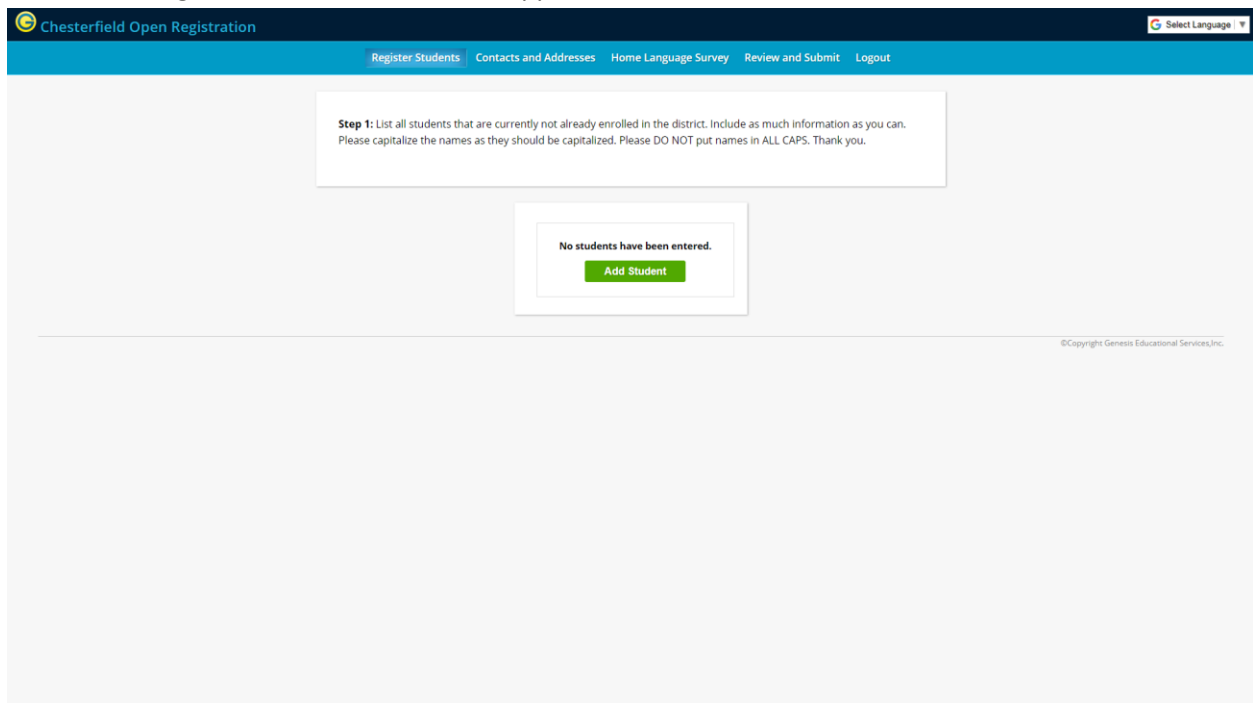
You can follow the guide on the following pages for step by step instructions.

1. After clicking the link, the following screen will appear:



Click on the requested item to get started.

2. A “Register Students” screen will appear that looks like this:



Click the GREEN “Add Student” button

3. The following “Add Student” window will appear:

Add Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
* DENOTES REQUIRED FIELDS

Registering for School Year: *
Anticipated Grade Level: * [Missing grade level?](#)
Student First Name: *
Middle Name: *
Student Last Name: * Suffix: *
Ethnicity: *
Select one or more races: *
Gender: *
Municipality: * CHESTERFIELD
Date of Birth: * Age: *
City of Birth: *
State of Birth: *
Country of Birth: *
Date First Enrolled in US School (if born outside the US): *
Date of First Entry to US: *
Primary Language spoken by student: *
Language spoken by family at home: *
Military Connected Indicator: *
Insurance Provider: *
Has Med Insurance?: *
Release to NJ Family Care: *

Save Student Cancel

Add **ALL** requested data. It should look something like this:

Add Student

FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON
* DENOTES REQUIRED FIELDS

Registering for School Year: * 2020-21
Anticipated Grade Level: * K [Missing grade level?](#)
Student First Name: * Chester
Middle Name: *
Student Last Name: * Dragon Suffix: *
Ethnicity: *
Select one or more races: *
Gender: * Male
Municipality: * CHESTERFIELD
Date of Birth: * 01/07/2015 Age: 5
City of Birth: * Chesterfield
State of Birth: * NJ
Country of Birth: * United States
Date First Enrolled in US School (if born outside the US): *
Date of First Entry to US: * 01/07/2015
Primary Language spoken by student: * English
Language spoken by family at home: * English
Military Connected Indicator: *
Insurance Provider: * Aetna
Has Med Insurance?: * Yes
Release to NJ Family Care: * Yes

Save Student Cancel

Click on the “Save Student button at the bottom of the screen.

4. After completing Step 3, the following screen will appear:

Chesterfield Open Registration

Register Students | Contacts and Addresses | Home Language Survey | Review and Submit | Logout

Step 1: List all students that are currently not already enrolled in the district. Include as much information as you can. Please capitalize the names as they should be capitalized. Please DO NOT put names in ALL CAPS. Thank you.

| STUDENTS WHO YOU HAVE ENTERED | | | | | | |
|-------------------------------|------|--------|---------|----------|-----|---------------------------------------------------------------|
| STATUS | LAST | FIRST | MIDDLE | DOB | AGE | |
| Completed | 1. | Dragon | Chester | 1/7/2015 | 5 | 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](#)

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If you are only registering one incoming student, click on the GREEN “Advance to Next Screen” button.

If you are registering twins, triplets, etc., click on the GREEN “Add Another Student” button. The following screen will appear:

Add Student

FILL OUT THIS FORM AND THEN HIT THE "SAVE STUDENT" BUTTON
* DENOTES REQUIRED FIELDS

Registering for School Year: *

Anticipated Grade Level: *

Student First Name: *

Middle Name: *

Student Last Name: *

Suffix: *

Ethnicity: *

Select one or more races: *

Gender: *

Municipality: *

Date of Birth: *

City of Birth: *

State of Birth: *

Country of Birth: *

Date First Enrolled in US School (if born outside the US): *

Date of First Entry to US: *

Primary Language spoken by student: *

Language spoken by family at home: *

Military Connected Indicator: *

Insurance Provider: *

Has Med Insurance?: *

Release to NJ Family Care: *

[Save Student](#) [Cancel](#)

Fill out all requested data for the additional child and click the “Save Student” button at the bottom of the screen. Repeat step 4.

5. After completing Step 4, the following screen will appear:

Chesterfield Open Registration

Register Students | **Contacts and Addresses** | Home Language Survey | Review and Submit | Logout

Step 2: List all addresses that you would like mail from the district sent to. A **Legal Residence** must be entered.

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

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Click on the GREEN “Add Primary Address and Primary Parent/Guardian button. The following screen (Contacts and Addresses) will appear:

Chesterfield Open Registration

Register Students | **Contacts and Addresses** | Home Language Survey | Review and Submit | Logout

Select Language

St

ad.

SECTION 1: ADD THE STUDENT'S PRIMARY ADDRESS

House # *
Street Name*
Apt #
City* Chesterfield
State* NJ
Zip* 08515
County Burlington

SECTION 2: GUARDIAN AT PRIMARY ADDRESS

Prefix*
First Name* Last Name*
Suffix
Relationship to Student*
Primary Phone* Home
Additional Phone Home
Additional Phone 2 Home
Primary Email*

Save Primary Contact Information Cancel

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Fill in all requested information. Click on the “Save Primary Contact Information” button at the bottom of the screen.

6. Once completed, the following screen will appear:

The screenshot shows the 'Chesterfield Open Registration' interface. The top navigation bar includes 'Register Students', 'Contacts and Address', 'Press F11 to exit full screen', 'Review and Submit', and 'Logout'. A 'Select Language' dropdown is in the top right. The main content area displays 'Step 2: List all addresses that you would like mail from the district sent to. A **Legal Residence** must be entered.' Below this is a section for 'PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN REQUIRED*'. A modal window for 'Step 3' is open, stating: 'Review the Guardians that you have entered and add any other contacts you would like to include, such as emergency contacts. Two emergency contacts are required.' The modal has a 'Close' button. Below the modal are three sections: 'ENTER ADDITIONAL PARENTS/GUARDIANS' with an 'Add Additional Parent/Guardian' button; 'ENTER EMERGENCY CONTACTS AT LEAST ONE REQUIRED*' with an 'Add Additional Emergency Contact' button; and 'ENTER OTHER CONTACTS AT LEAST ONE REQUIRED*' with an 'Add Additional Other Contact' button.

From here, you can modify the primary parent/guardian, add additional parents/guardians, enter emergency contacts and enter other contacts.

At a minimum, you should add one “Parent/Guardian”, one “Emergency Contact” and one “Additional Other Contact”.

When you are done entering all contact info, click on the GREEN “advance to Next Screen” button.

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN
REQUIRED*

| | STREET NUMBER | STREET NAME | CITY | STATE | |
|------------------|---------------|-------------|--------------|---------------|--------|
| Primary Address | 123 | Main St. | Chesterfield | NJ | |
| | TITLE | FIRST NAME | LAST NAME | PRIMARY PHONE | |
| Primary Guardian | Mrs. | Mama | Dragon | 609-555-1212 | Modify |

ENTER ADDITIONAL PARENTS/GUARDIANS

Add Additional Parent/Guardian

ENTER EMERGENCY CONTACTS
AT LEAST ONE REQUIRED*

| | TITLE | FIRST NAME | LAST NAME | PRIMARY PHONE | |
|-------------|-------|------------|-----------|---------------|--------------------------------|
| Emergency 1 | Mrs. | Grandma | Dragon | 609-298-1212 | Modify Contact Delete Contact |

Add Additional Emergency Contact

ENTER OTHER CONTACTS
AT LEAST ONE REQUIRED*

| | TITLE | FIRST NAME | LAST NAME | PRIMARY PHONE | |
|-----------|-------|------------|-----------|---------------|--------------------------------|
| Contact 1 | Miss | Auntie | Dragon | 609-123-4567 | Modify Contact Delete Contact |

Add Additional Other Contact

8. Documents

At this point, you will be required to upload all the documents from Step 1. **You will not be able to continue to the next step unless you upload ALL the documents on this page.**

Chesterfield Open Registration

Register Students
Contacts and Addresses
Documents
Home Language Survey
Review and Submit
Logout

All documents must be uploaded.

DOCUMENTS FOR CHESTER DRAGON

| DESCRIPTION | REQUIRED | | |
|--------------------------------------------------------------------------------------------------------------|----------|------------|-------------|
| Scan of Birth Certificate (Original with raised seal MUST be brought to screenings) | YES | Upload Doc | No Document |
| 1st proof of residency such as a utility bill, driver's license, etc. | YES | Upload Doc | No Document |
| 2nd proof of residency such as a utility bill, driver's license, etc. | YES | Upload Doc | No Document |
| Copy of deed or lease agreement | YES | Upload Doc | No Document |
| Authorization to Release Student Records (PDF Fillable) | YES | Upload Doc | No Document |
| Bus Safety Contract (PDF Fillable) | YES | Upload Doc | No Document |
| General Release of Information (PDF Fillable) Consent Form | YES | Upload Doc | No Document |
| Universal Child Health Record completed by the child's doctor (please have doctor complete before uploading) | YES | Upload Doc | No Document |
| Health History Questionnaire (PDF Fillable) | YES | Upload Doc | No Document |
| Immunization Records | YES | Upload Doc | No Document |

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

Advance to Next Screen

9. Home Language Survey

When finished with Step 8, the following screen will appear:

| HOME LANGUAGE SURVEY | |
|----------------------|-----------|
| STUDENT | COMPLETED |
| Select Student... | Yes |

Once you have answered the survey(s) above, please click the Next Screen button below.

[Advance to Next Screen](#)

Click the “Begin Survey” button and answer the questions as prompted.

Once the survey is completed, the following screen will appear:

| HOME LANGUAGE SURVEY | |
|----------------------|-----------|
| STUDENT | COMPLETED |
| Select Student... | Yes |

Once you have answered the survey(s) above, please click the Next Screen button below.

[Advance to Next Screen](#)

Click the GREEN “Advance to Next Screen” button

10. When step 9 is complete, the following screen will appear:

Select Language

Register Students
Contacts and Addresses
Home Language Survey
Review and Submit
Logout

Please verify that the following information is correct.

Please verify that all information is correct.

Student Information

STUDENT NAME: CHESTER DRAGON

CHESTER WILL BE REGISTERING FOR THE 2020-21 SCHOOL YEAR IN GRADE K

| First Name | Last Name | Age | School | School Year |
|------------|-----------|-----|--------|-------------|
| Chester | Dragon | 5 | | 2020-21 |

Edit Student Information

Contact Information

1. MR. MAMA DRAGON , GUARDIAN

| Primary Phone | Additional Phone 1 | Additional Phone 2 | Email | Address |
|---------------|--------------------|--------------------|-----------------------------------|-----------------------------------------|
| 609-298-6900 | | | sbuscamera@chesterfieldschool.com | 1 Main Street Chesterfield, NJ 08515 |

2. MRS. GRANDMA DRAGON , EMERGENCY

| Primary Phone | Additional Phone 1 | Additional Phone 2 | Email | Address |
|---------------|--------------------|--------------------|-------|---------|
| 609-555-1212 | | | | |

3. MR. BROTHER DRAGON

| Primary Phone | Additional Phone 1 | Additional Phone 2 | Email | Address |
|---------------|--------------------|--------------------|-------|---------|
| | | | | |

Edit Contacts

Home Language Survey Information

| Student | Completed |
|----------------|-----------|
| Chester Dragon | Yes |

Edit Survey

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

Submit Registration Information

Add your e-mail address to receive a confirmation e-mail and to submit the registration information. When finished, click the GREEN “Submit Registration Information” button.

A window similar to the following will appear:

The screenshot shows a registration form for Chesterfield Open Registration. It includes fields for Primary Phone, Additional Phone 1, Additional Phone 2, Email, and Address. Below the form, there is a confirmation dialog box that asks: "Are you sure you would like to submit this form?". The dialog box has "OK" and "Cancel" buttons. Below the dialog box, there is an "Edit Survey" button. At the bottom, there is a section for email confirmation with the text: "If you would like an e-mail confirmation, enter your email address below." and a text input field containing "mamadragn@yahoo.com". Below this is a "Submit Registration Information" button.

Click on the OK button

Another window will appear:

The screenshot shows the same registration form as before, but the confirmation dialog box now asks: "A confirmation will be sent to mamadragn@yahoo.com, is this correct?". The dialog box has "OK" and "Cancel" buttons. Below the dialog box, there is an "Edit Survey" button. At the bottom, there is a section for email confirmation with the text: "If you would like an e-mail confirmation, enter your email address below." and a text input field containing "mamadragn@yahoo.com". Below this is a "Submit Registration Information" button.

Click on the OK button again.

The following screen will appear:

The screenshot shows a confirmation screen for Chesterfield Open Registration. It includes a "Resubmit Registration Information" button at the top. Below this, there is a message: "Your changes have been submitted. Please print and bring with you to the Main Office." Below the message, there is a large box containing a barcode and the text "Chesterfield Open Registration". Below the barcode, there is a section for "Student Information" with fields for Student Name, Date of Birth, and Place of Birth. Below this, there is a section for "Contact Information" with fields for Primary Language of Student, Language of Home, and Email. Below this, there is a section for "Address Information" with fields for Address and Email. At the bottom, there is a small disclaimer: "Please remember to not even Chesterfield.com to print and complete the forms needed for registration. Please bring to the school the child's birth certificate and form of residency. For traveling students, please bring the Traveler's Card for your previous school. If registering for the 2020/2021 School Year, our Registration Screenings will take place in May 2021. You will receive an email with an appointment date to the date."

Please save this for your records. The Main Office will also receive a copy.

11. You will receive an email confirmation of your registration with an additional copy of the “Open Registration” Document from Step 8. Please keep this email for your records.