



Parent Registration User Guide

Updated November 2024

Overview

The Ewing Public Schools utilize the student information and management system Genesis to record and track student data. Genesis is a comprehensive system that allows educators and administrators to effectively and conveniently manage student records including but not limited to grades and attendance. After completing your student's enrollment, you will receive an automated email from GENESIS that your Parent Access Account has been activated. This account is a safe and secure way to view these student's records for the current school year. Some pages you can view within your parent access account include attendance, bus information, grade books, lunch balance, report cards, forms to complete, and more.

The Genesis Online Registration Portal (<https://genesis.ewingboe.org/genesis/openReg>) is used to collect the basic information about your student(s) needed to complete enrollment. The following information will assist you in completing the registration process utilizing the Genesis Online Registration Portal.

Before You Begin:

Be sure to have all information available before you begin:

- Student's birth certificate
- Parent/Guardian photo ID
- One (1) proof of homeownership/rental
- 4 Proofs of Address (dated within the last 30 days)
- Student's Immunization Record & Physical Dated Within the Last Year
- Special Education Records such as Child Study Team evaluations and student's IEP (if applicable)
- Court custody paperwork (if applicable)

A more detailed list of registration and residency requirements can be found on the registration page of our district website: <https://www.ewing.k12.nj.us/site/Default.aspx?PageID=131>



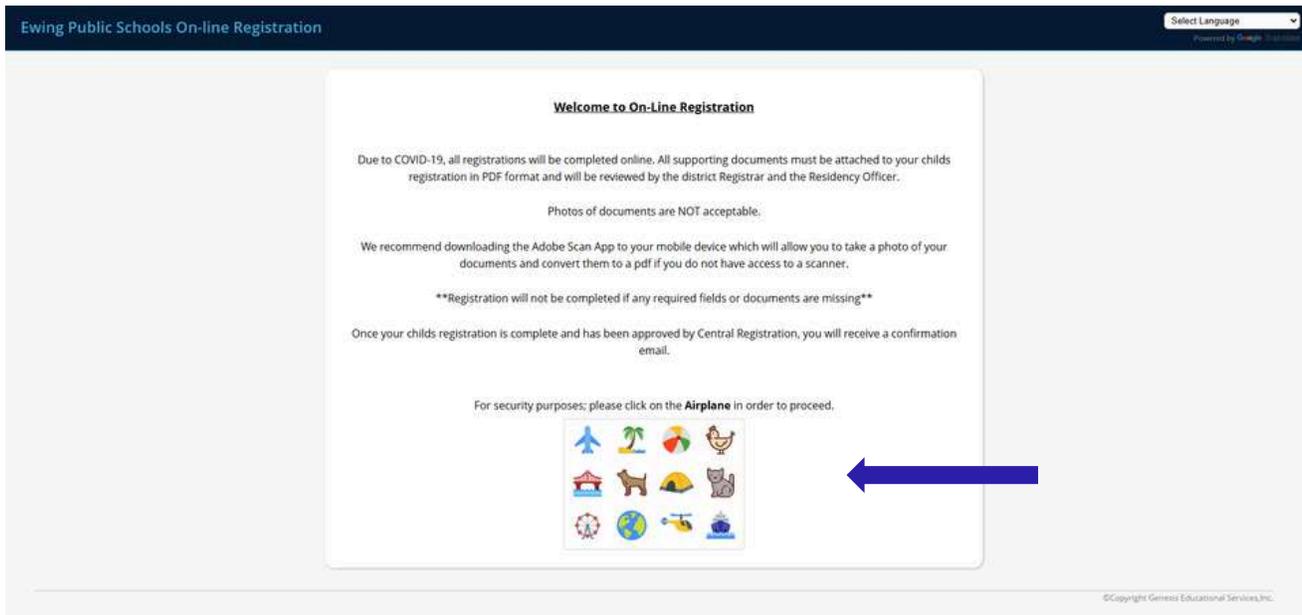
HELPFUL HINT:

SCAN OR TAKE A PICTURE OF **ALL** REQUIRED DOCUMENTS AND SAVE THEM IN ONE FOLDER ON YOUR DEVICE **BEFORE** YOU START THE ONLINE REGISTRATION PROCESS IN THE GENESIS PORTAL.

Registering Your Student

To begin the registration process, visit the Ewing Public Schools website at www.ewing.k12.nj.us. Click on the **DISTRICT INFORMATION** tab, click **REGISTRATION** and then click on the link to Genesis in **STEP 3** on the Registration Page.

1. To start a **NEW** registration, click on the image as instructed



2. Create a **temporary** Genesis account with your email and a password you will remember. By creating an account, you can save your information and sign in to update information or upload additional documentation.

THIS IS **NOT** YOUR PARENT ACCESS ACCOUNT. YOU WILL NO LONGER BE ABLE TO ACCESS THIS LOGIN ONCE YOUR STUDENT'S ENROLLMENT HAS BEEN COMPLETED BY THE CENTRAL REGISTRATION OFFICE.

The registration form contains the following text and elements:

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:

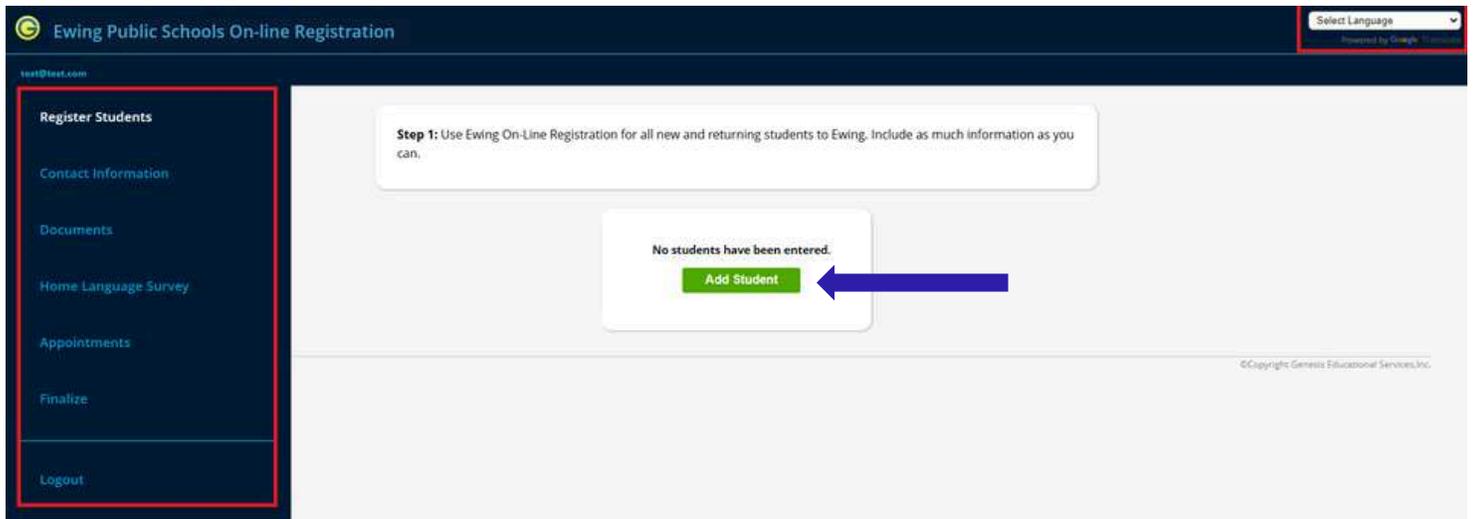
Confirm Password:

Register

Log into Existing Account **Reset Password**

Cancel

3. After creating your account, you will be met with the screen below. Your navigation menu is on the left side of your screen. As you progress through the registration, each section in this menu will be marked to display whether or not it has been completed. Use the red box in the top right of your screen to translate the Genesis Parent Portal.



4. Click '**Add Student**' and enter the student's name and information exactly as it appears on the birth certificate or passport. Input all the requested information in each section: **School, StudentInfo, Municipality, Birth, Immigration, Language, Military, Health, Additional Questions.**

School

Registering for School Year:*

Anticipated Grade Level:*

StudentInfo

Student First Name: *

Middle Name:

Student Last Name:* Suffix:

Nick Name:

Ethnicity:* Hispanic
 Not Hispanic

Select one or more races:* White
 Black or African American
 American Indian or Alaska Native
 Asian
 Native Hawaiian or Other Pacific Islander

Gender at Birth:*

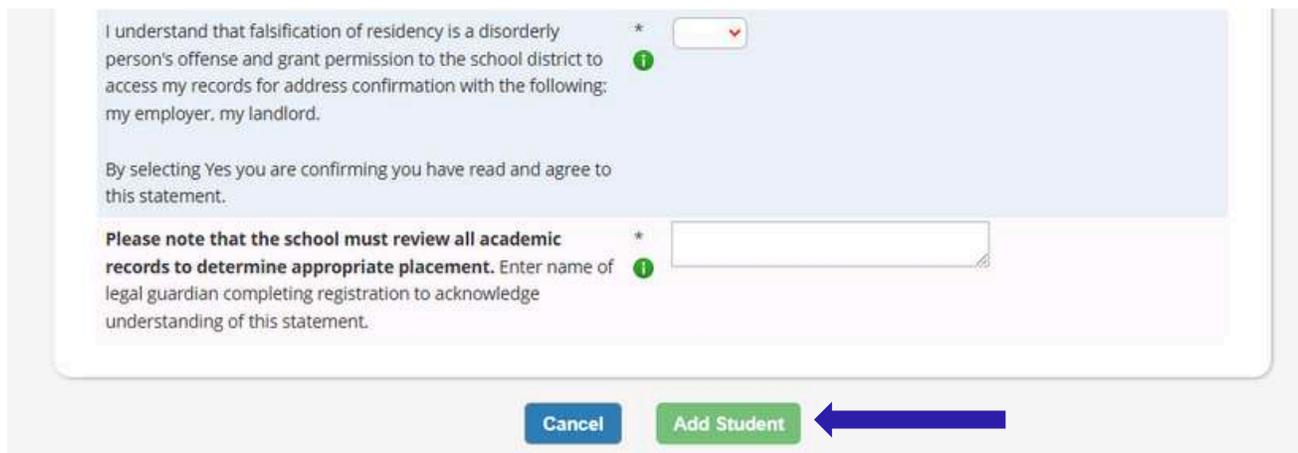
Gender Preference:

Municipality

Municipality:

DON'T FORGET TO COMPLETE THE ETHNICITY, RACE, AND MILITARY CONNECTED INDICATOR SECTIONS.

5. **Required fields are marked with an asterisk (*)**. Once all required fields have been completed, click **'Add Student'** at the bottom of the screen.



I understand that falsification of residency is a disorderly person's offense and grant permission to the school district to access my records for address confirmation with the following: my employer, my landlord.

By selecting Yes you are confirming you have read and agree to this statement.

Please note that the school must review all academic records to determine appropriate placement. Enter name of legal guardian completing registration to acknowledge understanding of this statement.

6. If you have more students to register, click **'Add Another Student'**. If not, click **'Advance to Next Screen'**.

Students who you have entered						
Status	Last	First	Middle	DOB	Age	
Proceed	1. lastname	firstname		10/1/2010	14	<input type="button" value="Modify Student"/> <input type="button" value="Remove Student"/>

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

IF YOU DID NOT COMPLETE ALL REQUIRED FIELDS FOR YOUR STUDENT, THE STATUS OF YOUR REGISTRATION WILL BE MARKED AS "MISSING FIELDS" ON THIS SCREEN.



Students who you have entered						
Status	Last	First	Middle	DOB	Age	
Missing fields	1. lastname	firstname		10/1/2010	14	<input type="button" value="Modify Student"/> <input type="button" value="Remove Student"/>

MISSING FIELDS WILL BE HIGHLIGHTED IN RED.

Birth

Date of Birth:* Age:

Refuse release of birthplace information:

City of Birth: *

State of Birth: *

Country of Birth:*

7. Next you will enter Guardian and Emergency Contact information. List all addresses that you would like mail from the district sent to. The first/primary guardian must be the **Legal Guardian** and live at the **Legal Residence**.



8. Add the student's primary address and telephone number and the parent/guardian at that address. When finished, click **Add Contact**.

Adding 1st Guardian Contact

Section 1: Add the Student's Primary Address

House #:*

Street Name:* Override:

Apt #:

City:*

State:*

Zip Code:*

County:

Section 2: Guardian at Primary Address

First Name:*

Last Name:*

Relationship to Student:*

Primary Phone:* Home

Additional Phone: Home

Additional Phone 2: Home

Primary Email:*

SELECT YOUR EWING STREET NAME FROM THE DROP DOWN MENU. THE CITY, STATE AND COUNTY WILL ALL BE AUTOMATICALLY FILLED IN FOR YOU.

9. Review the Guardians that you have entered and add any other Guardians or contacts you would like to include, particularly an emergency contact if you cannot be reached. Once all Guardians and Emergency Contacts have been entered, click **'Advance to Next Screen'**

NOTE THAT "GUARDIAN" MEANS A PERSON TO WHOM A COURT OF COMPETENT JURISDICTION HAS AWARDED GUARDIANSHIP OR CUSTODY OF A CHILD, PROVIDED THAT A RESIDENTIAL CUSTODY ORDER SHALL ENTITLE A CHILD TO ATTEND SCHOOL IN THE RESIDENTIAL CUSTODIAN'S SCHOOL DISTRICT SUBJECT TO A REBUTTABLE PRESUMPTION THAT THE CHILD IS ACTUALLY LIVING WITH SUCH CUSTODIAN; IT ALSO MEANS THE DEPARTMENT OF CHILDREN AND FAMILIES FOR PURPOSES OF N.J.S.A. 18A:38-1(E).

Guardians				
TYPE	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE
✓ Guardian 1	Ewing	Schools		609-538-9800

[Add new](#) [Edit Contact](#)

EMERGENCY CONTACTS (REQUIRED *)

None (Required to Continue)

[Add new](#)

ADDITIONAL CONTACTS

None

[Add new](#)

AT LEAST ONE EMERGENCY CONTACT IS REQUIRED TO SUBMIT YOUR REGISTRATION. THE GUARDIAN AND EMERGENCY CONTACT SHOULD NOT BE THE SAME PERSON.

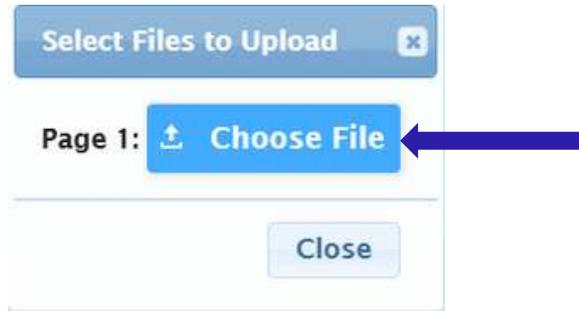
If you have entered all required contact information, click 'Next Screen' button below

[Advance to Next Screen](#)

10. Upload the required registration documentation. Click **'Select Docs...'**

[Select Docs...](#)

Then click **Choose File** to locate the file on your device.



Documents that are required will be indicated by a green **Yes**. If you have selected a document from your device, you will see the word **Modified** in red under the **Select Docs...** button.

Documents for Ewing Schools

Description	Required
REGISTRATION GUIDANCE/MAIN OFFICE INFO	
Student's Birth Certificate	Yes Yes Modified Select Docs...
REGISTRATION GUIDANCE/MAIN OFFICE INFO	
Custody Paperwork confirming Residential Custody or Notarized Letter from Second Parent Not Residing with Student	Select Docs... Modified
REGISTRATION GUIDANCE/MAIN OFFICE INFO	
Transfer Card from Previous School	Select Docs...
REGISTRATION GUIDANCE/MAIN OFFICE INFO	
Most Recent Report Card	Select Docs...
REGISTRATION GUIDANCE/MAIN OFFICE INFO	
Most Recent 504 Plan	Select Docs...
REGISTRATION GUIDANCE/MAIN OFFICE INFO	
Parent/Guardian State Drivers License, State ID or Passport, Photo ID	Yes Select Docs...
REGISTRATION GUIDANCE/MAIN OFFICE INFO	

If you have multiple files to upload in a particular section click **Add Additional Doc** on the selection pop up.



Before advancing to the next screen, be sure to click '**Upload Documents**' at the bottom of the page. You will know your documents have uploaded successfully if the '**Select Docs...**' button becomes an '**Edit Docs...**' button and there is a green check mark (✓) in each row that you've selected documents for.

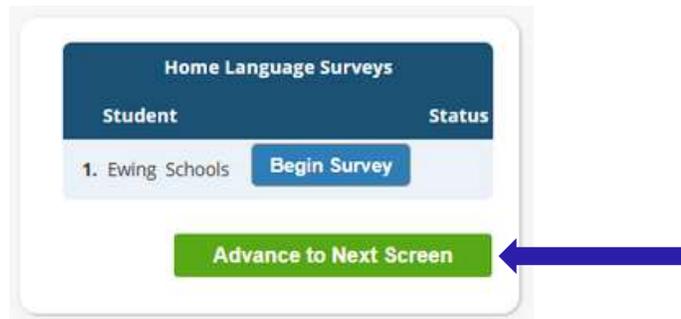
The screenshot shows a form with three sections, each titled 'CONFIDENTIAL REGISTRATION INFO'. The first section contains the text 'Please provide Four(4) Items with your name and address for proof of residency', a 'Yes' status, an 'Edit Docs...' button, and a green checkmark. The second section contains 'Host Affidavit Paperwork, Signed and Notarized' and a 'Select Docs...' button. The third section contains 'Applies to Renters without an updated Lease or Host Families residing with a renter' and a 'Select Docs...' button. Below these sections 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 and a blue arrow pointing to it.

If you need to swap out any of the documents you uploaded, click '**Edit Docs...**' and then click '**Remove File**'.

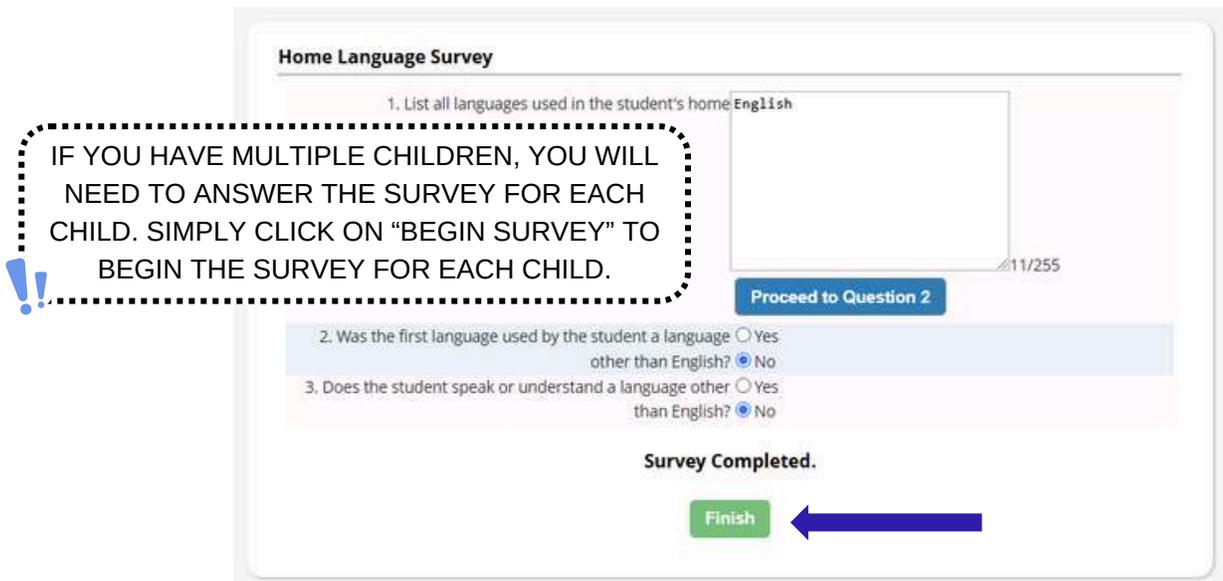
The screenshot shows a window titled 'Registration Guidance/Main Office Info'. It displays 'Page 1:' followed by a file named 'REGGUID-11.jpg' with an upload icon. To the right of the file name is a red 'Remove File' button. Below the file name is a blue '+ Add Additional Doc' button with a blue arrow pointing to it. At the bottom right of the window is a 'Close' button.

! AFTER UPLOADING, YOUR FILE NAMES WILL BE CHANGED TO ASSIST THE REGISTRATION STAFF IN ORGANIZATION. CONFIDENTIAL REGISTRATION FILES AND GUIDANCE/MAIN OFFICE FILES WILL BE NAMED **REGGUID** FOLLOWED BY A NUMBER. MEDICAL INFO WILL BE NAMED **REGNURSE** FOLLOWED BY A NUMBER. ANY SPECIAL EDUCATION FILES WILL BE NAMED **REGCST** FOLLOWED BY A NUMBER.

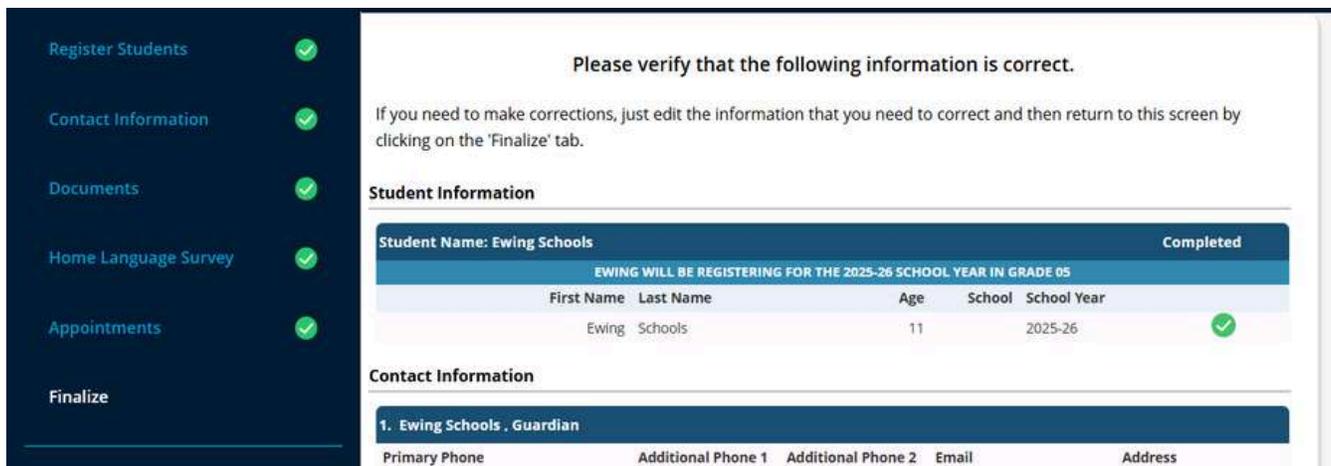
11. Lastly, you will complete a Home Language Survey. To begin, click **'Begin Survey'**



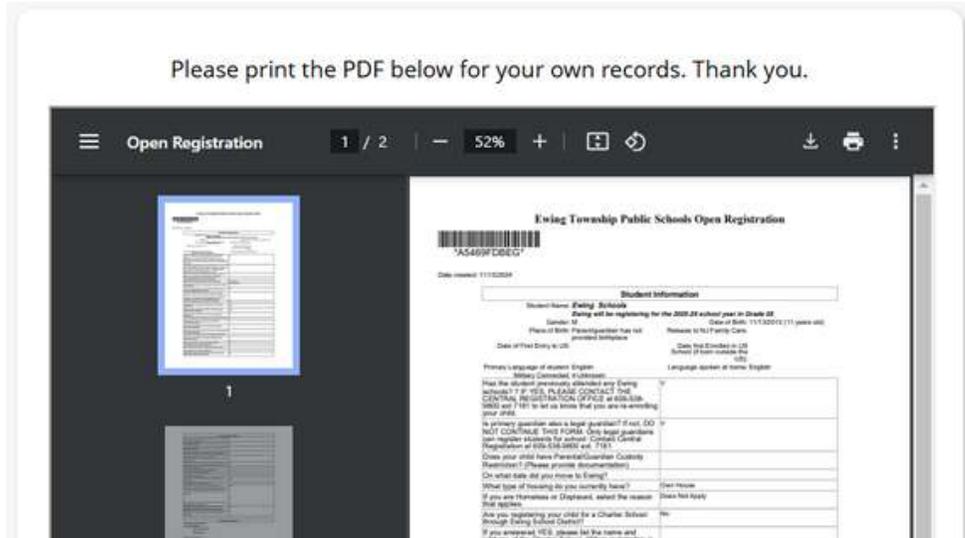
Answer the Yes or No questions. Once complete, click **'Finish'** and then **'Advance to Next Screen'**



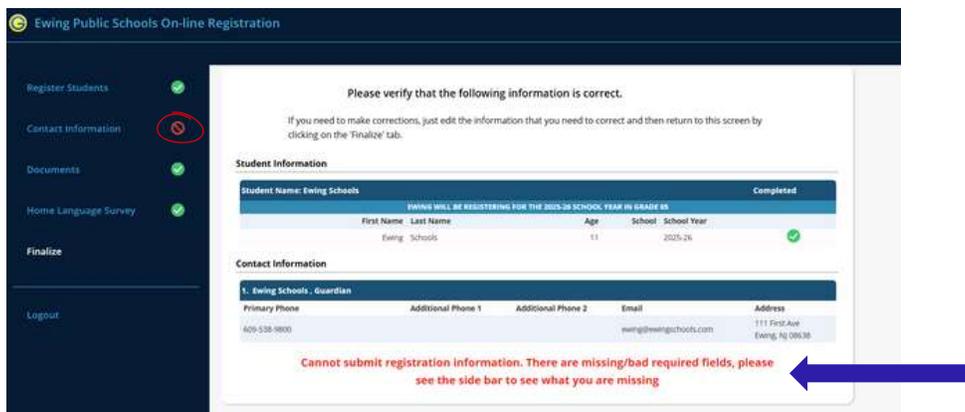
12. Confirm that the information you have entered is correct.



13. Once you have successfully submitted the open registration application, a PDF of the application will populate on your screen. Your student's registration is **NOT** complete until you reach this barcode confirmation page.



If you are unable to submit the registration application and see the following message in **RED** at the bottom of the page, you are missing required information and cannot submit the application. The missing information will be indicated on the left hand side of your screen with a red prohibited symbol (⊘). You will need to correct these errors before you can submit the registration application for review.



Once submitted, the registrar will review your information and contact you if anything is missing. If completed in full, you will receive a confirmation email.