

Montville Township Public Schools

REGISTRATION PORTAL INSTRUCTIONS 2020-21

- This registration portal is used to collect basic information about your child before you come to the school in person to register. Please fill out all information requested. By filling out all information you will save time when you meet with the school.
- Do not use this portal if your child is enrolled in Pre-School with the Montville Township Public Schools.
- Do not use this portal if your child has ever attended the Montville Township Public Schools.
- [Click here for the Registration Link](#)
 - A. By clicking on the requested image, you will begin a new registration
 - B. By clicking “Continue Previous Registration” you will be prompted to enter credentials if you already filled out the registration form but needed to add additional information. If you do not know your credentials but need to make edits, please reach out to your school.

Montville Township Public Schools - Online New Student Registration

Select Language

Welcome to Open Registration

Please print out the registration portal instructions from the website before starting the registration process.

If your child is already enrolled in preschool with the [Montville Township Public Schools](#) or has ever attended the [Montville Township Public Schools](#) do not register your student through this portal, please contact your neighborhood school for assistance.

For security purposes; please click on the **Bus** to get started.

[Continue Previous Registration](#)

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STEP 1 Student Information

- Click Add Student
- Fill out the student information
- Please enter all information using upper and lower case.

Add Student
✕

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

Registering for School Year:*	<input type="text"/>	
Select your school:	<input type="text"/>	
Anticipated Grade Level:*	<input type="text"/> Missing grade level?	
Student First Name:*	<input type="text"/>	
Student Last Name:*	<input type="text"/>	Suffix: <input type="text"/>
Nick Name:	<input type="text"/>	
Ethnicity:	<input type="radio"/> Hispanic <input type="radio"/> Not Hispanic	
Select one or more races:	<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	
Birth Sex:	<input type="text"/>	
Gender Preference:	<input type="text"/>	
Municipality:	<input type="text" value="MONTVILLE TOWNSHIP"/>	
Date of Birth:	<input type="text"/>	Age: <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"/>	
Birth Certificate / Record number:	<input type="text"/>	
Date First Enrolled in US School (if born outside the US):	<input type="text"/>	<input type="text"/>
Date of First Entry to US	<input type="text"/>	<input type="text"/>
Primary Language spoken by student:	<input type="text"/>	
Language spoken by family at home:	<input type="text"/>	
Enter Your childs last school attended (if any)	<input type="text"/>	
Enter the dates your child attended their last school	<input type="text"/>	
Choose your marital status	<input type="text"/>	
Choose who has legal custody of the child	<input type="text"/>	

- Registering for School Year:
 - Choose 2019-20 for if you are registering for this school year.
 - Choose 2020-21 for if you are registering for NEXT school year.
- Select your school:

- Grades 9-12 attend to Montville Township High School
- Grades 6-8 attend Robert R. Lazar Middle School
- Grades Preschool – 5 attend your neighborhood school. Check the registration website for assistance with your neighborhood school.
- Anticipated Grade Level: This is the grade your child will be in the school year selected. KF is Kindergarten 3H and 4H are three and four year old preschool programs.
- Student First/Last Name: This is the legal first and last name of the student.
- Nick Name: If your student goes by something other than the legal name enter it here.
- Ethnicity: Pick Hispanic or Not Hispanic
- Races: Select one or more races
- Birth Sex: this should match the birth certificate
- Gender Preference: This is only required if it differs from the birth sex.
- Municipality: This defaults to Montville Township, it only needs to be changed if you live outside of Montville Township.
- Date of Birth: It will auto Calculate the age of the student. The student must be 5 years old before October 1 of the school year to be eligible for Kindergarten and 6 years old to be eligible for 1st grade.
- City/State/County of Birth – if the student was born in the United States a city and state are required. This information is commonly found on the birth certificate.
- Date First Enrolled in the US School (if born outside the US): Only required if the student was born outside of the United States.
- Date of First Entry to the US: If your child has not attended school yet, or has only attended a private preschool or daycare you can leave this blank.
- Military Connected Indicator: If parent or guardian is on active duty.
- Insurance Provided: The health insurance the student has – if your provider is not on the list or you do not insurance there is an Unknown Option.
- Release to NJ Family Care: This allows us to release your information to NJ Family Care if you do not have health insurance.
- Enter Your Child's last school attended (if any) and enter the dates your child attended their last school: You can leave these blank if this is the first school they attended.
- Choose your marital status
- Choose who has legal custody of the child
- Hit Save Student at the bottom.

Step 1: Add each new student that you would like to register. Be sure to fill out all of the fields as it will speed up the in person part of the registration process. Note that the grade level designation for Kindergarten is KF.

STUDENTS WHO YOU HAVE ENTERED							
STATUS		LAST	FIRST	MIDDLE	DOB	AGE	
Completed	1.	Smith	John				<input type="button" value="Modify Student"/> <input type="button" value="Remove Student"/>
Missing fields	2.	Smith					<input type="button" value="Modify Student"/> <input type="button" value="Remove Student"/>

Add Another Student



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

Advance to Next Screen

- Here you can add another student or advance to the next screen if you have entered all of the students you are registering.
- If you are missing any required information for a student their status will say “missing fields”. Click Modify Student to complete the required information for the student.
- Once all students are entered and the status is completed, you can click Advance to Next Screen.

STEP 2

- You will now be asked to enter the home address, along with information for the first guardian. The primary contact should be listed as guardian 1. At least two guardians should be provided and you can add a maximum of four guardians.

SECTION 1:  ADD THE STUDENT'S PRIMARY ADDRESS	
House # *	<input type="text" value="100"/>
Street Name*	<input type="text" value="Horseneck Road"/>
Apt #	<input type="text"/>
City*	<input type="text" value="Montville"/>
State*	<input type="text" value="NJ"/>
Zip*	<input type="text" value="07045"/>
County	<input type="text" value="Morris"/>
SECTION 2:  GUARDIAN AT PRIMARY ADDRESS	
Prefix*	<input type="text" value="Ms."/>
First Name*	<input type="text" value="James"/>
Last Name*	<input type="text" value="Smith"/>
Relationship to Student*	<input type="text" value="Father"/>
Primary Phone	<input type="text" value="973-331-7100"/> <input type="text" value="Home"/>
Additional Phone	<input type="text" value="973-331-7100"/> <input type="text" value="Cell"/> Cell Provider <input type="text" value="Verizon"/>
Additional Phone 2	<input type="text"/> <input type="text" value="Home"/>
Primary Email	<input type="text" value="parentaccess@montville.net"/>

- Enter the guardian's house number.
- Enter the guardian's street. **Do not** abbreviate Street, Avenue, and Court etc.
- Enter any apartment number if applicable
- Enter guardian's city.
- State is defaulted to NJ.
- Enter guardian's zip Code.
- County is defaulted to Morris.
- Enter the guardians Prefix i.e. Mr. Mrs., Ms., Miss, Dr.
- Enter the guardian's first and last name.
- Choose the guardian's relationship to Student.
- Enter the guardian's home, work, and cell numbers including cell provider.
- Enter the guardian's Primary Email address. This email will be also be used to set up your parent access account.
- Click Save Primary Contact Information.

- Enter additional guardians.
- Guardian information should match the student's birth certificate. If there are any changes to the guardians then official paperwork will be required.
- Emergency Contacts – It is recommended that each student have at least one emergency contact who is not a guardian.
- Other Contacts – This is where the student's doctor's information is entered. You can enter either the doctor or the practice name.
- Once all contacts are added click Advance to Next Screen.

STEP 4 Documents

Here you can upload support documents.

Here you can upload a copy of the student's birth certificate and/or your proofs of residency. Please upload PDF documents.

DOCUMENTS FOR ALEXANDER HAMILTON			
DESCRIPTION	REQUIRED		
Birth Certificate	No	<input type="button" value="Upload Doc"/>	No Document
Proof of Residency Column A - 1	No	<input type="button" value="Upload Doc"/>	No Document
Proof of Residency Column A - 2	No	<input type="button" value="Upload Doc"/>	No Document
Proof of Residency Column B - 1	No	<input type="button" value="Upload Doc"/>	No Document
Proof of Residency Column B - 2	No	<input type="button" value="Upload Doc"/>	No Document

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

- Birth Certificate – you can upload a copy of the birth certificate. The original will still need to be provided at registration.
- Proofs of Residency – There are a total of 4 needed; two from column A and two from column B

Column A	Column B
Property Tax Bill	Driver's License
Contract of Sale	Court Order
Mortgage	Utility Bill
Deed	Canceled Check
Lease	Affidavits
Form 114 : Certification of Residency	Bank Statement

STEP 4 Home Language Survey

- Complete the Home Language Survey for every student.

HOME LANGUAGE SURVEYS		
STUDENT	COMPLETED	
John Smith	No	Begin Survey

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

[Advance to Next Screen](#)

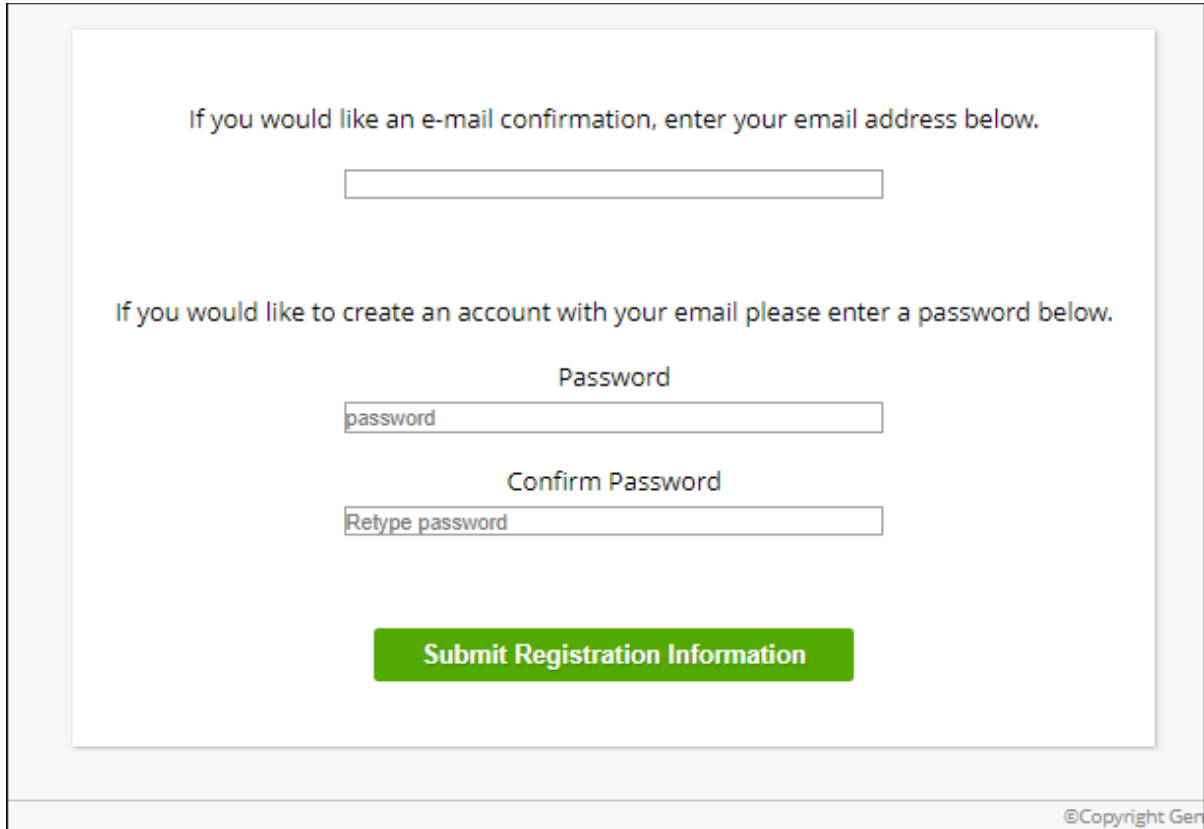
- Click Begin Survey
- Answer the questions, the languages are listed alphabetically, but English is the top answer.
- When the Survey is complete hit close.
- If you need to alter your answers, you can reset the survey.
- After you have completed the survey for all of the students you are registering click Advance to Next Screen.

Home Language Survey
Survey Completed.

[Reset Survey](#) [Close](#)

STEP 5 Verification

- Review the information you provided.
- We recommend entering your email to receive an email confirmation of your registration. In addition, you can create an account to edit your registration before it is finalized. This can be useful if you do not have all the documents ready just yet, but still want to start the registration process. This will also be your log in credentials for the Parent Access account when your student is enrolled if this is your first student at Monville.



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

If you would like to create an account with your email please enter a password below.

Password

Confirm Password

Submit Registration Information

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- Click on the **Submit Registration Information** button.
- A confirmation will be provided and should be printed to bring to your registration appoint. This form is also emailed to you if you asked for an email confirmation.

Once you have entered your information and submitted your data, contact your local school to complete the registration process.

Montville High School (grades 9 – 12)	973-331-7100 x2646
Lazar Middle School (grades 6 – 8)	973-331-7100 x2331
Cedar Hill Elementary School	973-331-7100 x1000
Hilldale Elementary School	973-331-7100 x1200
Valley View Elementary School	973-331-7100 x1400
William Mason Elementary School	973-331-7100 x1600
Woodmont Elementary School	973-331-7100 x1800