

**Florham Park Public Schools**

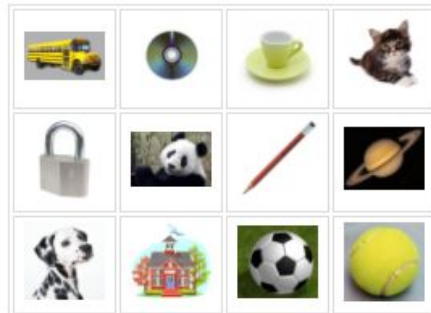
**STUDENT REGISTRATION PORTAL INSTRUCTIONS**

- This registration portal is used to collect basic information about your child before you come to school to complete the registration process. Please fill out all information requested. By filling out all information you will save time when you meet with the building secretary. **Be sure to include at least 2 emergency contacts, your child's Doctor, Dentist (if you have one) and Hospital (if you have one).**
- Do not use this portal if your child is already enrolled in Pre-School with the Florham Park Public Schools.
- Once you register online please contact the appropriate school to setup an appointment.\*

\*If you are pre-registering for 2018/19 Kindergarten please attend registration on February 8, 2018 at Briarwood School, there is no need to call your school and setup an appointment..

**Welcome to Open Registration**

Please be sure you have reviewed the "Instructions for Online Registration" before continuing.



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

**Continue Previous Registration**

Note, each time you logon to the portal the picture you need to click on will change.

- The screen below will then be displayed on your computer.
- Click **Add Student** to start the process

[Register Students](#) [Contacts and Addresses](#) [Review and Submit](#) [Logout](#)

**Step 1:** Please list all children that are currently not already enrolled in the district. Include as much information as you can as this will speed up the in-person portion of the registration process.

Note: The Florham Park Public Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.

If you are registering for Kindergarten for the 2018/19 school year, please change the school year to **2018-19**, choose **KF** as the anticipated grade level and **Briarwood School** as the school.

District Schools  
If enrolling in Gr. K - 2 choose **Briarwood** as your school.  
If enrolling in Gr. 3 - 5 choose **Brooklake** as your school.  
If enrolling in Gr. 6 - 8 choose **Ridgedale** as your school.

If you are registering for this school year (2017-18) change the year to 2017-18, and choose the grade and school your child will be attending this year.

If you are registering for next school year (2018-19) change the year to 2018-19, and choose the grade and school your child will be attending next year.

**Do not register in this portal if your child is already enrolled in the Florham Park Public Schools.**

No students have been entered.

**Add Student**

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

|  |  |
|--|--|
| Registering for School Year:*                              | <input type="text"/>   |
| Anticipated Grade Level:*                                  | <input type="text"/>   |
| School:  | <input type="text"/>   |
| Student First Name:*                                       | <input type="text"/>   |
| Middle Name:   | <input type="text"/>   |
| Student Last Name:*  | <input type="text"/>   |
| Suffix:  | <input type="text"/>   |
| Nick Name:   | <input type="text"/>   |
| Ethnicity:   | <input type="checkbox"/> Hispanic<br><input type="checkbox"/> White<br><input type="checkbox"/> Black<br><input type="checkbox"/> American Indian / Alaskan<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Hawaiian native/other Pacific Islander |
| Select one or more:*                                       |  |
| Gender:*   | <input type="text"/>   |
| Municipality:  | FLORHAM PARK <input type="text"/>  |
| Date of Birth:*  | <input type="text"/>   |
| City of Birth:   | <input type="text"/>   |
| State of Birth:  | <input type="text"/>   |
| Country of Birth:*   | <input type="text"/>   |
| Date First Enrolled in US School (if born outside the US): | <input type="text"/>   |
| Date of First Entry to US:                                 | <input type="text"/>   |
| Primary Language spoken by student:                        | <input type="text"/>   |
| Language spoken by family at home:                         | <input type="text"/>   |
| Military Connected Indicator:                              | <input type="radio"/> Not Military Connected – Student is not military-connected<br><input type="radio"/> Active Duty – dependent of a member of the Active Duty Forces (Full Time: Army Navy Air Force Marine Corps or Coast Guard)                             |
| Insurance Provider:  | <input type="text"/>   |
| Has Med Insurance?:  | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown  |
| Release to NJ Family Care:                                 | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown  |

- **Please enter all information using upper and lower case.**
- Choose 2017-18 for the **school year** if you are registering for THIS school year.
- Choose 2018-19 for the **school year** if you are registering for NEXT school year.
- Choose the **grade level** your child will be attending when they start school.
- Select your **school**: If your child is enrolling in Gr. K-2 select “Briarwood School”. in Gr. 3-5 select “Brooklake School” and Gr. 6-8 select “Ridgedale Middle School”.
- Enter your child’s legal **first name** as it appears on the birth certificate.
- Enter your child’s legal **middle name** as it appears on the birth certificate.
- Enter your child’s legal **last name** as it appears on the birth certificate.
- Enter any **Suffix** such as Jr., Sr., II, III, IV, etc.
- If your child has a **nickname** you want the school to use, enter it in the nickname field.

### **Ethnicity and Race Report**

The U.S. Department of Education has issued new guidance on the collection and reporting of race and ethnicity data for public school students and staff. The guidance implements new federal race and ethnicity categories that were developed to obtain a more accurate picture of the nation’s diversity. The new data collection process requires respondents to answer a two-part question, indicating ethnicity first and then one or more of five races.

This part is to be filled out by the student's parents or guardians, and both questions **MUST** be answered. The first part asks about the student's ethnicity and the second part asks about the student's race.

- **Check off Hispanic if your child's ethnicity is Hispanic.**  
Note: This question is about ethnicity, not race. No matter which answer you selected, continue and respond to the next question by selecting from one or more of the options to indicate what you consider this student's race to be.
- **Choose your child's race.** You can choose more than one race. If you choose Hispanic you must choose one race.
  - **American Indian or Alaskan:** A person having origins in any of the original peoples of North and South America including Central America, and who maintains a tribal affiliation or a community attachment.
  - **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
  - **Black:** A person having origins in any of the black racial groups in Africa.
  - **Hawaiian native/other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  - **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Choose your child's Gender.**
- **Choose the Municipality you live in.** Default is Florham Park.
- **Enter your child's Date of Birth.** Format is MM/DD/YYYY if not using the calendar.
- **Enter your child's City of Birth** if born in the United States.
- **Enter your child's State of Birth** if born in the United States. NJ is the first item in the drop down list.
- **Enter the Country** in which your child was born. United States is the first item in the dropdown list.
- If your child was born outside of the United States enter the **Date your child first enrolled in a United States public school.** If your child never attended public school leave this field blank.
- **Enter Date of First Entry** to US (if applicable)
- **Choose the Primary language spoken by your child.** English is the first item in the drop down.
- **Choose the Language spoken by family at home.** English is the first item in the drop down.
- **Enter Military Connected Indicator.**
- **Enter Insurance Information.**
- **Enter your child's last school and address (Street, City, State, Zip) attended (If Any) Do Not Press Enter, Use Commas to separate**

- Are parents divorced or otherwise separated
  - Click the **Save Student** button after checking your information.
- 
- After you add each student a summary screen will be displayed.
  - If all required fields have been entered, the status will say Completed.
  - If a field is missing the status will say Missing fields. You will NOT be able to submit your registration information if there are missing fields.
  - From the summary screen you can:
    - Add Another Student.
    - Modify a student you have added.
    - Remove a student you have added.
    - Advance to the Next screen if you have entered all of your children you wish to register.

| STUDENTS WHO YOU HAVE ENTERED |    |       |       |        |            |     |   |
|-------------------------------|----|-------|-------|--------|------------|-----|---|
| STATUS                        |    | LAST  | FIRST | MIDDLE | DOB        | AGE |   |
| Completed                     | 1. | Smith | James |        | 10/17/2008 | 9   | <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; background-color: #e6e6fa;">✎ Modify Student</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; background-color: #e6e6fa;">🗑 Remove Student</span> </div> |

Add Another Student

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

Advance to Next Screen

- You will now be asked to enter the child’s home address, along with information for the primary guardian living with the child. Please follow the instructions listed in Step Two below in regards to the order guardians should be entered.
- Click the **“Add Primary Address and Primary Parent/Guardian”** button to continue.

**Step 2:** Please fill in the student and guardian address and contact information below. You must enter the legal address where the child lives, and not a mailing address.



The first Parent/Guardian entered should be the child's primary caregiver who lives with the child and acts as the primary guardian for contact.

If there is a second Parent/Guardian who lives at the same address, please list them as well.

Any other Parent/Guardian that lives at another address must be listed after all Parent/Guardians living with the child have been entered.

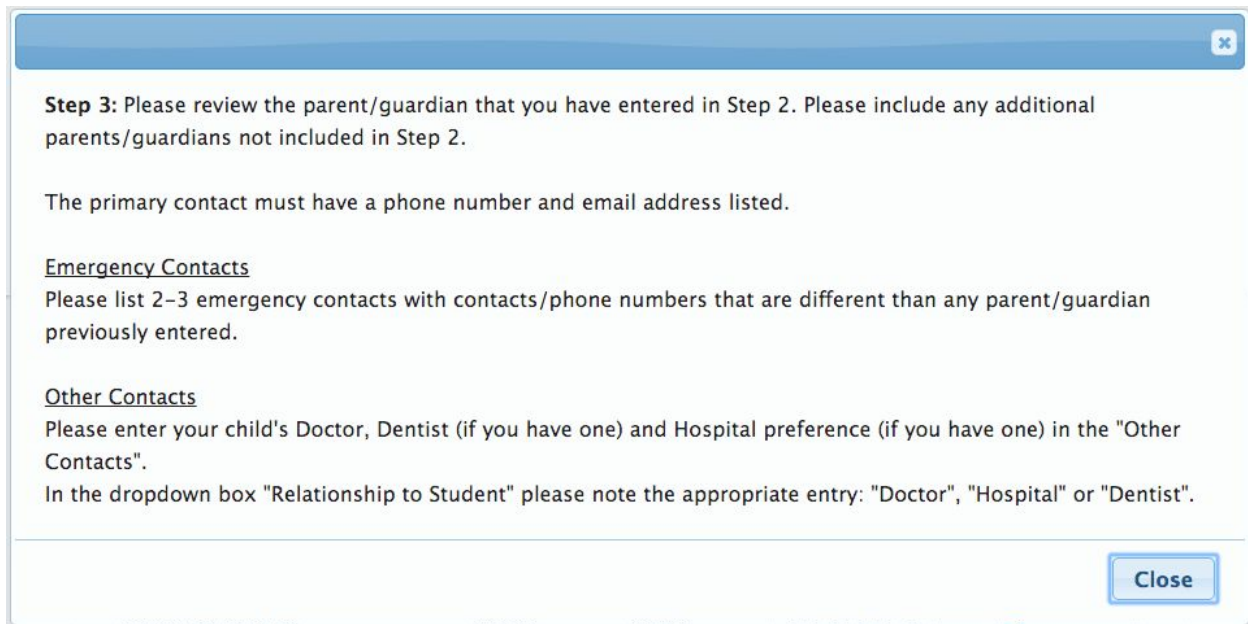
**PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN  
REQUIRED\***

**Add Primary Address and Primary Parent/Guardian**

| SECTION 1:  ADD THE STUDENT'S PRIMARY ADDRESS |   |
|--|---|
| House # *  | <input type="text"/>                                  |
| Street Name*   | <input type="text"/>                                  |
| Apt #  | <input type="text"/>                                  |
| City*  | <input type="text" value="Florham Park"/>             |
| State*   | <input type="text" value="NJ"/>                       |
| Zip*   | <input type="text" value="07932"/>                    |
| County   | <input type="text" value="Morris"/>                   |
| SECTION 2:  GUARDIAN AT PRIMARY ADDRESS       |   |
| First Name*  | <input type="text"/>                                  |
| Last Name*   | <input type="text"/>                                  |
| Relationship to Student*   | <input type="text"/>                                  |
| Home Phone   | <input type="text"/> <input type="checkbox"/> Primary |
| Cell   | <input type="text"/> <input type="checkbox"/> Primary |
| Cell Provider  | <input type="text" value="Unknown"/>                  |
| Work   | <input type="text"/> <input type="checkbox"/> Primary |
| Primary Email  | <input type="text"/>                                  |

- Enter the student's house number.
- Enter the student's street.

- Enter any apartment number.
- Enter student's city (defaulted to Florham Park).
- State is defaulted to NJ.
- Enter student's zip code (defaulted to 07932).
- County is defaulted to Morris.
- Enter the primary guardian's prefix i.e Mr., Mrs., Ms., Miss, etc.
- Enter the primary guardian's first and last name using upper and lower case.
- Choose the primary guardian's relationship to student (dropdown): Mother, Father, Step Mother etc.
- Enter the primary guardian's home, work, and cell numbers.
- Check off which number should be the primary (first) number we try and reach you on.
- Enter the guardian's primary email address in lower case. This email will be also be used to set up your parent access account.
- Click the "**Save Primary Contact Information**" button.



- The screen above will now be displayed.
- After reading the "step 3" message click the "**Close**" button.

| PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN<br>REQUIRED* |               |                |              |               |        |
|--|---------------|----------------|--------------|---------------|--------|
|  | STREET NUMBER | STREET NAME    | CITY         | STATE         |        |
| Primary Address  | 71            | Ridgedale Ave. | Florham Park | NJ            |        |
|  | TITLE         | FIRST NAME     | LAST NAME    | PRIMARY PHONE |        |
| Primary Guardian   |               | James          | Smith        | 222-222-2222  | Modify |

**ENTER ADDITIONAL PARENTS/GUARDIANS**

**Add Additional Parent/Guardian**



- You can now modify a guardian you have added or you can add additional Guardians. It's Important that you add all guardians (Mother, Father, Step Mother, Step Father etc.) to your child's records. Be sure to include their address and phone numbers. If you want them to have a Parent Access account you must also enter an email address for them.

**Enter Additional Parents/Guardians** ✕

| SECTION 1:               | NEW PARENT/GUARDIAN  |                                  |
|--------------------------|--|----------------------------------|
| *First Name              | <input type="text"/>   | *Last Name <input type="text"/>  |
| *Relationship to Student | <input type="text"/>   |                                  |
| Home Phone               | <input type="text"/>   | <input type="checkbox"/> Primary |
| Cell                     | <input type="text"/>   | <input type="checkbox"/> Primary |
| Cell Provider            | <input type="text" value="Unknown"/>                                   |                                  |
| Work                     | <input type="text"/>   | <input type="checkbox"/> Primary |
| Primary Email            | <input type="text"/>   |                                  |
| SECTION 2:               | ADD PARENT/GUARDIAN ADDRESS  |                                  |
| Existing Address:        | <input type="text" value="71 Ridgedale Ave., Florham Park, NJ 07932"/> |                                  |

**Save Additional Parent/Guardian Information**



| SECTION 1:  NEW PARENT/GUARDIAN         |   |
|--|---|
| *First Name  | <input type="text"/>                                  |
| *Last Name   | <input type="text"/>                                  |
| *Relationship to Student   | <input type="text"/>                                  |
| Home Phone   | <input type="text"/> <input type="checkbox"/> Primary |
| Cell   | <input type="text"/> <input type="checkbox"/> Primary |
| Cell Provider  | <input type="text" value="Unknown"/>                  |
| Work   | <input type="text"/> <input type="checkbox"/> Primary |
| Primary Email  | <input type="text"/>                                  |
| SECTION 2:  ADD PARENT/GUARDIAN ADDRESS |   |
| Existing Address:  | <input type="text" value="Create new address"/>       |
| House #  | <input type="text"/>                                  |
| Street Name  | <input type="text"/>                                  |
| Apt #  | <input type="text"/>                                  |
| City   | <input type="text" value="Florham Park"/>             |
| State  | <input type="text"/>                                  |
| Zip  | <input type="text" value="07932"/>                    |
| County   | <input type="text" value="Morris"/>                   |

- Enter the primary guardian's prefix i.e Mr., Mrs., Ms., Miss, etc.
- Enter the guardian's first and last name using upper and lower case.
- Choose the guardian's relationship to student: Mother, Father, Step Mother etc.
- Enter the guardian's home, work, and cell numbers including cell provider.
- Check off which number should be the primary (first) number we try and reach you on.
- Enter the guardian's primary email address in lower case. This email will be also be used to set up your parent access account.
- If the Guardian lives at the same address as the student you can choose the address from the Existing Address dropdown.
- If the Guardian lives at another address choose the **"Create new address"** option in the drop down.
- Be sure to update the city, state, zip, and county information.
- Click the **"Save Additional Parent/Guardian Information"** button.
- The screen will now redisplay with all guardians added so far.

- If there are additional guardians to be added click on Add Additional Parent/Guardian.
- If all guardians have been added you can continue on to adding Emergency contacts by clicking the “**Add Additional Emergency Contact**” button.
  - Be sure to add at least 2 emergency contacts.
  - Do not add a Parent or Guardian as an emergency contact, they are already listed on the child’s records and assumed to be the first emergency contact we try and reach.



## **EMERGENCY CONTACTS**

- Emergency contacts should be added in the order in which you wish us to call them in the event we cannot reach one of the Guardians.
- Be sure to include at least 2 emergency contacts.
- Include the following information:
  - First and last name in upper and lower case.
  - Relationship to the student. For example your mother would be the child’s Grandmother.
  - Home, cell, or work number.
  - Check off the primary number for the emergency contact.
  - Email address is not needed.
  - Address is not needed.
- Click the “**Save Additional Emergency Contact Information**” button.

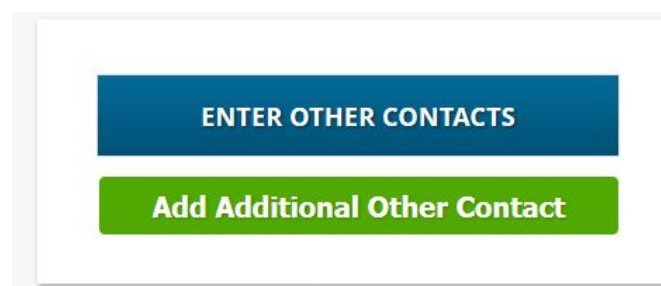
Enter emergency contacts in order of highest priority to lowest ✕

| SECTION 1:               | NEW EMERGENCY CONTACT                     |  |
|--------------------------|---|--|
| *First Name              | <input type="text" value="Jim"/>          | *Last Name <input type="text" value="Jabobs"/> |
| *Relationship to Student | <input type="text" value="Grandfather"/>  |  |
| Home Phone               | <input type="text"/>                      | <input type="checkbox"/> Primary               |
| Cell                     | <input type="text" value="123-456-7890"/> | <input checked="" type="checkbox"/> Primary    |
| Cell Provider            | <input type="text" value="Unknown"/>      |  |
| Work                     | <input type="text"/>                      | <input type="checkbox"/> Primary               |
| Primary Email            | <input type="text"/>                      |  |
| SECTION 2:               | ADD CONTACT ADDRESS                       |  |
| Existing Address:        | <input type="text"/>                      |  |

- As you continue to add emergency contacts they will be displayed. You need to have at least 2 emergency contacts on file.

## OTHER CONTACTS

- Do **NOT** add any guardians or emergency contacts under the other contact category.
- Other contacts are **ONLY** used for Doctors, Dentist, and Hospitals.
- Click the “**Add Additional Other Contact**” button.



## DOCTORS

- Click the “**Add Additional Other Contact**” button.
- Choose Dr. as the prefix.
- Enter your medical doctor’s first and last name.
- Choose a relationship type of **Doctor**.
- Enter the Doctor’s phone number under **Home Phone**.
- Email and address are not required.
- Click the “**Save Additional Other Contact Information**” button.

## **DENTISTS**

- Click the “**Add Additional Other Contact**” button.
- Choose Dr. as the prefix.
- Enter your Dentist’s first and last name.
- Choose a relationship type of **Dentist**.
- Enter the Dentist’s phone number under Home Phone.
- Email and address are not required.
- Click the “**Save Additional Other Contact Information**” button.

## **HOSPITAL**

- Click the “**Add Additional Other Contact**” button.
- Enter your preferred Hospital.
- Choose a relationship type of **Hospital**.
- Enter the Hospital’s phone number under Home Phone.
- Email and address are not required.
- Click the “**Save Additional Other Contact Information**” button.

If all required information has been entered you will see a “**Submit Registration Information**” Button at the bottom of the screen.

Review all of the information you have entered and make any corrections.

- At the bottom of the screen you have the ability to enter your email address to get a confirmation email.
- Click on the Submit Registration Information button.
- This completes the preregistration process

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