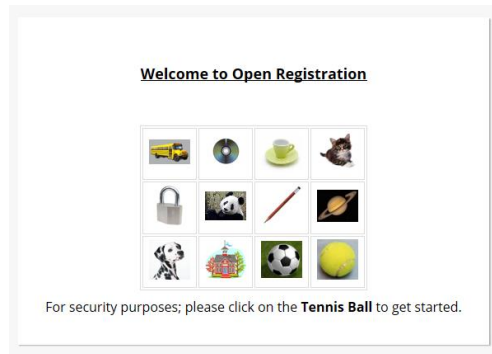


Online Registration Procedures

Log onto <https://genesis.c1.genesisedu.net/paulsboro/openReg>

Follow the security directions on the Welcome to Open Registration screen.



Read all the directions.

Step 1: List all students that are currently not already enrolled in the district. Include as much information as you can.

FILL OUT THIS FORM AND THEN HIT THE 'ADD STUDENT' BUTTON	
Registering for School Year:	2016-17
Anticipated Grade Level:	
Select the school you would like the student to attend:	Paulsboro High School
Student First Name:	
Middle Name:	
Student Last Name:	
Suffix:	
Ethnicity:	<input type="checkbox"/> Hispanic
	<input type="checkbox"/> White
	<input type="checkbox"/> Black
Select one or more:	<input type="checkbox"/> American Indian / Alaskan
	<input type="checkbox"/> Asian
	<input type="checkbox"/> Hawaiian native/other Pacific Islander
Gender:	
Municipality:	PAULSBORO BOROUGH
Date of Birth:	
City of Birth:	
State of Birth:	
Country of Birth:	
Birth Certificate / Record number:	
Citizenship:	
Immigration Status:	
Primary Language spoken by student:	
Language spoken by family at home:	
Add Student	

① No students have been entered.
Fill out the form on the left and then hit the 'Add Student' button.

STEP 1: Complete the form as directed.

Please complete every item. *If there are items for which you have no information, or are not sure, leave the field blank and proceed. Make a note of what information you skipped as you will be asked for this at a later date.*

Click on **Add Student**.

If you are registering more than one student in the SAME family, click **Add Another Student**. Otherwise click **Advance to next screen**.

STEP 2: Complete the next form as directed. (Primary Address and Primary Guardian)

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

SECTION 1: ADD THE STUDENT'S PRIMARY ADDRESS

House #

Street Name

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: [Click here to add another Guardian](#)

Advance to Next Screen

Please complete every item. If there are items for which you have no information, or are not sure, leave the field blank and proceed. Make a note of what information you skipped as you will be asked for this at a later date.

Click on **Advance to next screen**.

STEP 3: Complete the next form as directed. (Add additional Guardians)

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

1. GUARDIAN [Edit](#)

Relationship:

Home Phone:

Email:

ADDRESS INFORMATION 1 [Change](#) [Remove](#)

. NJ

Add Another Contact **Advance to Next Screen**

Click on the 'Edit' button to Edit a Contact or Add an Address OR Click '[Add Another Contact](#)' to add more contacts.

STEP 4: Verify Information

Please verify that the following information is correct.

If you need to make corrections, just edit the information that you need to correct and then return to this screen by clicking on the 'Review and Submit' tab at the top of the screen.

Student Information

STUDENT NAME: JANE DFGDFG		Edit Student Information
JANE WILL BE REGISTERING FOR THE 2016-17 SCHOOL YEAR IN GRADE		
Date of Birth: (0)	Place of Birth:	
Birth Certificate / Record number		
Citizenship:	Immigration Status:	
Primary Language spoken by student:	Language spoken by family at home:	

Contact Information

1. . GUARDIAN	Edit Contact Information
Home Phone:	
Email:	
ADDRESS INFORMATION 1	Change Remove
. NJ	

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

Step 5: Enter your email and hit **Submit Registration Information.**

You will receive a confirmation email AND a phone call from the school to set up an appointment for you and your child. At the time of the call you will be told exactly what additional documentation may be necessary to register.

THANK you.