

## Montville Township Public Schools

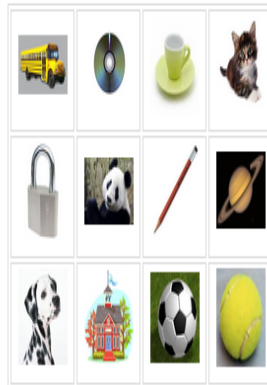
### REGISTRATION PORTAL INSTRUCTIONS 2015-16

- 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. **Be sure to include at least 1 emergency contact and your child's doctor.**
- 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 on the requested image to start the process.

### 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.

- The screen below will then be displayed on your computer.

Montville Township Schools - Online New Student Registration
Cambiar el idioma a español

Register Students
Contacts and Addresses
Review and Submit
Logout

**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.

\*\*\*\* You must select your neighborhood school (Grades K-5), Middle (Grades 6-8), and High (Grades 9-12) below. If you are unsure of your neighborhood school, please check the registration website for assistance.

FILL OUT THIS FORM AND THEN HIT THE 'ADD STUDENT' BUTTON

Registering for School Year:	<input type="text"/>
Anticipated Grade Level:	<input type="text"/>
****Select your school - See note above	<input type="text"/>
Student First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Student Last Name:	<input type="text"/>
Nick Name:	<input type="text"/>
Select one or more:	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian / Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian native/other Pacific Islander
Gender:	<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"/>
Birth Certificate / Record number:	<input type="text"/>
Primary Language spoken by student:	<input type="text"/>
Language spoken by family at home:	<input type="text"/>
Date First Enrolled in US School (if born outside the US):	<input type="text"/>
Municipality:	<input type="text" value="MONTVILLE TOWNSHIP"/>
Enter Your child's 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"/>



Add Student

No students have been entered.

Fill out the form on the left and then hit the 'Add Student' button.

- Please enter all information using upper and lower case.
- Choose 2014-15 for the **school year** if you are registering for this school year.
- Choose 2015-16 for the **school year** if you are registering for NEXT school year.
- Choose the **Grade level** your child will be attending when they enroll.

- Select your **school**: If your child is in grades 9 - 12 choose Montville High School, grades 6 - 8 Lazar Middle School, and for grades K - 5 choose your neighborhood school. Check the registration website for assistance with your neighborhood 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** enter it in the Nick Name field.
- Choose your child's **ethnicity**. You can choose more than one category.
- Choose your child's **Gender**.
- Enter your child's **date of birth**.
- Enter your child's **city of birth** if they were born in the United States.
- Enter your child's **state of birth** if they were born in the United States. NJ is the first item in the drop down list.
- Enter the **Country** your child was born in. United States is the first item in the dropdown list.
- Enter the **Birth certificate number** if it's available.
- Choose the **language spoken by your child**. English is the first item in the drop down.
- Choose the **language spoken by family members at home**. English is the first item in the drop down.
- Skip Date First Enrolled in US School (if born outside the US).
- Enter your **child's last school, City, and state attended**. Leave this field blank if your child has never attended any schools.
- Enter the **dates your child attended their last school**. Leave this field blank if your child has never attended any schools.
- Choose your **marital status**
- Choose **who has legal custody of the child**
- Click the **Add Student** button after checking your information.
- Another entry screen will now be displayed. If you have another student you wish to enter fill out all of the information for that child and click the **Add Another Student** button.
- On the right side of the screen you will see the children you have entered.
- Click the **Advance to Next Screen** button to continue.

STUDENTS WHO YOU HAVE ENTERED							
	LAST	FIRST	MIDDLE	DOB	AGE		
1.	Smith	James	m	1/1/2010	4		



To enter more students, simply fill out the form on the left again and then hit the 'Add Student' button.

If you need to change any of the information for a student already entered, click on the 'Change' icon next to the student's name.

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 home address, along with information for the first guardian. The mother should be registered as the first guardian unless she does not live with the child. In that case the first guardian should be either the Step Mother, Father, or legal 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"/>
State	<input type="text" value="NJ"/>
Zip	<input type="text"/>
County	<input type="text" value="Morris"/>
SECTION 2:  GUARDIAN AT PRIMARY ADDRESS	
First Name	<input type="text" value="Mr."/> <input type="text"/>
Last Name	<input type="text"/>
Relationship to Student	<input type="text"/>
Home Phone	<input type="text"/>
Cell	<input type="text"/>
Cell Provider	<input type="text" value="Unknown"/>
Work	<input type="text"/>
Primary Email	<input type="text"/>
SECTION 3:	<a href="#">Click here to add another Guardian</a>

[Advance to Next Screen](#)

- Enter the guardian's house number.
- Enter the guardian's street. **Do not** abbreviate Street, Avenue, and Court etc.
- Enter any apartment number.
- 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 the box in SECTION 3 **Click here to add another Guardian** to add the second guardian's information if one exists.

- You will then be prompted for the information for the second guardian.

SECTION 3:  ENTER ADDITIONAL GUARDIANS FOR STUDENT <span>Close</span>	
Does this Guardian live at student's Primary Address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
House #	<input type="text" value="12"/>
Street Name	<input type="text" value="First Street"/>
Apt #	<input type="text" value="10"/>
City	<input type="text" value="Montville"/> State <input type="text" value="NJ"/> , Zip <input type="text" value="07849"/> County <input type="text" value="Morris"/>
First Name	<input type="text"/> Last Name <input type="text"/>
Relationship to Student	<input type="text"/>
Home Phone	<input type="text" value="1111111111"/> Cell <input type="text"/> Cell Provider <input type="text" value="Unknown"/> Work <input type="text"/>
Primary Email	<input type="text"/>
SECTION 4: <span>Click here to add another Guardian</span>	

[Advance to Next Screen](#)

- If the guardian does **not** live in the same house with the child click **NO** to the question Does this Guardian live at student's primary address?
- Fill out all the information requested or additional guardians
- You can add up to four guardians.
- Once all of the guardians have been entered click the **Advance to Next Screen** button.
- The screen will now display all of the guardians you have entered. You have the ability to make any corrections if you entered something wrong.

- You will now be asked to enter **at least one** emergency contact along with the child's doctor. You can enter as many emergency contacts as you like.
- Click '[Add another contact](#)' as noted below to continue.

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

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

1. MARY ADAMS , GUARDIAN <span>Edit</span>	
Relationship:	Mother
Home Phone:	111-111-1111

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

1. MRS. MARY SMITH , GUARDIAN <span>Edit</span>	
Relationship:	Mother
Home Phone:	111-111-1111
Cell Phone:	222-222-2222 Provider: VERIZON
Work Phone:	333-333-3333
Email:	Mary@verizon.net
<b>ADDRESS INFORMATION 1</b> <span>Change</span> <span>Remove</span>	
123 First Street	
Montville, NJ 07849	
2. MR. JOHN SMITH , EMERGENCY <span>Edit</span>	
Relationship:	Father
Home Phone:	111-111-1111
Cell Phone:	777-777-7777 Provider: VERIZON
Work Phone:	888-888-8888
Email:	john@verizon.net
NO ADDRESS INFORMATION	

**WHICH OF THE OPTIONS BELOW BEST DESCRIBE WHO THIS PERSON IS?**

Emergency Contact (ie. friend, grandparent) you would like us to contact in an emergency

Guardian for this student

Other type of contact for informational purposes (ie. doctor, dentist)

**ADD CONTACT INFORMATION**

First Name

Last Name

Relationship to Student

Home Phone:

Cell Phone:  Provider:

Work Phone:

Primary Email

Do you need to add an address to this person?  Yes  No

Save Contact Information

Add Another Contact

Advance to Next Screen

- Choose Emergency contact to enter any other contacts you would like to have on file for the school to call in an emergency. Please supply at least 1 emergency contact.
- Enter the contacts first and last name.
- Choose what the relationship the contact is to the child.
- Enter at least one phone number for the contact in the appropriate place. You can enter more than one phone number. If using a cell phone be sure to include the cell provider.
- An email address and home address is not required.
- Click the **Save Contact Information** button.
- You can enter as many emergency contacts as you wish by clicking the **Add Another Contact** button.
- After you enter your emergency contacts you must enter your child's doctor's name and phone number.
- Click the **Add Another Contact** button.
- Choose a contact type of other.
- Choose Dr. as the prefix.
- Enter your doctors first and last name.
- Choose a relationship type of Doctor.
- Enter the Doctors phone number under Home Phone.
- Click the **Save Contact Information** button.
- Click the **Advance to Next Screen** button.

- 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 registration process.

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

**Submit Registration Information**

Once you have entered your information and submitted your data, call your local school for an appointment to come in and 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