Pre-Registration Instructions

Helpful Hint – Scan or take a picture of all required documentation and save them in one folder **BEFORE** you start pre-registering online.

Step 1 – To start a NEW registration, click on the image as instructed:

Step 2 – 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.

Helpful Hint – Don't forget to complete the **Ethnicity**, **Race**, and **Military Connected Indicator** sections.

Step 3 – If you have more students to register, click '**Add Another Student**'. If not, click '**Advance to Next Screen**'.

Step 4 – Add the student's primary address and telephone number and the parent/guardian at that address. When finished, click '**Save Primary Contact Information**'.

Step 5 – Add the student's additional **Parents/Guardians**, **Emergency Contacts**, and **Other Contacts**. For each additional contact you need to add, click '**Add Additional Contact**'. Once all contacts have been added, click '**Advance to Next Screen**'.

Step 6 – Upload the required documentation. Click '**Upload Doc**' and locate the file on your computer. Follow the prompts and continue uploading your documents.

IF, you **do not** have documents to upload right now, click '**Advance to Next Screen**'. You will have the opportunity to sign in and upload the documents later.

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Step 7 – If successful, it will note "successfully uploaded' and you can click on '**Advance to Next Screen**'.

Cherry Hill Public Schools Open Registration

Register Students | Contacts and Addresses | Documents | Home Language Survey | Review and Submit | Logout

Package must be submitted to save document changes.
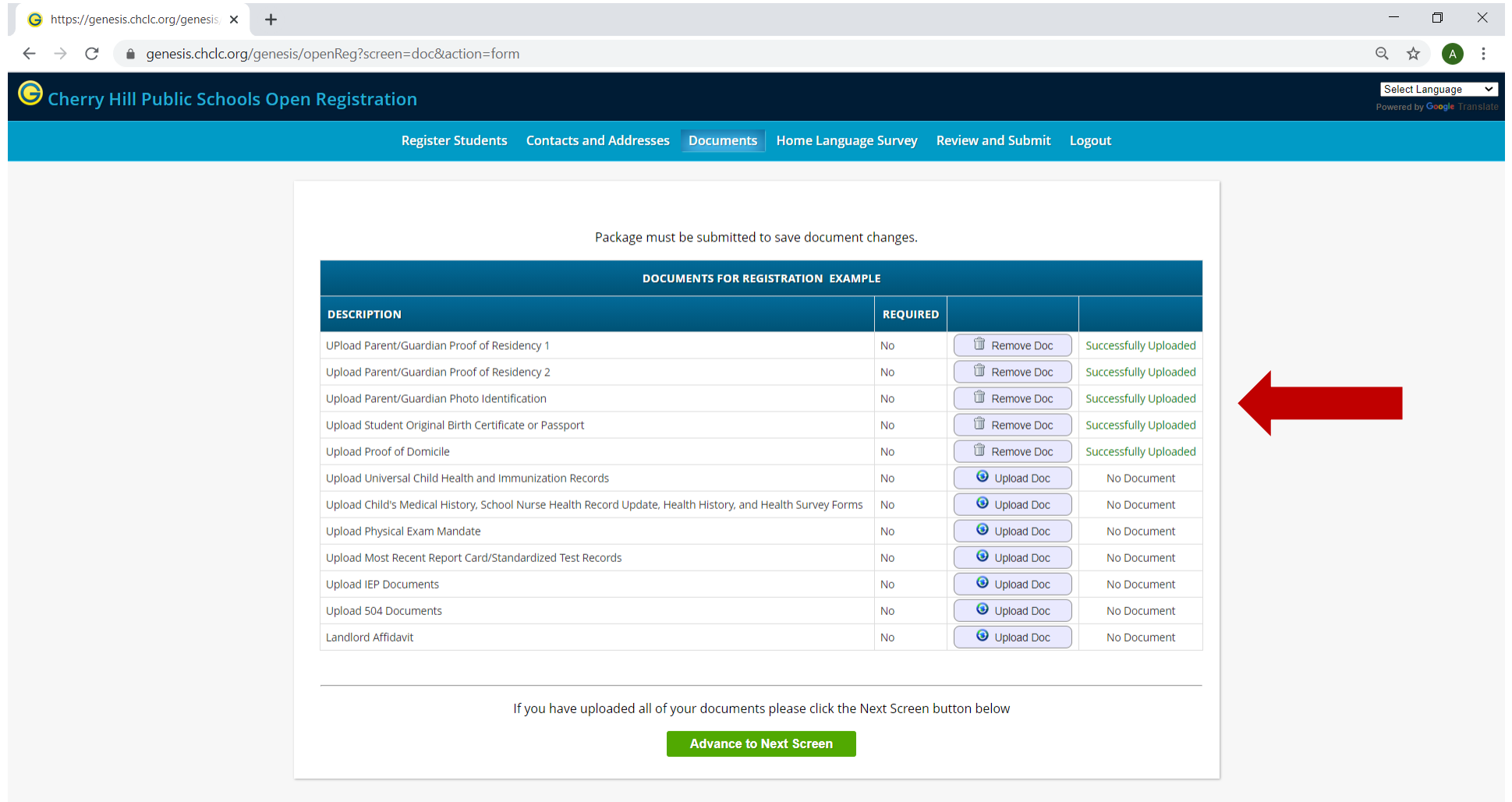
DOCUMENTS FOR REGISTRATION EXAMPLE			
DESCRIPTION	**REQUIRED**		
UPload Parent/Guardian Proof of Residency 1	No	🗑 Remove Doc	Successfully Uploaded
Upload Parent/Guardian Proof of Residency 2	No	🗑 Remove Doc	Successfully Uploaded
Upload Parent/Guardian Photo Identification	No	🗑 Remove Doc	Successfully Uploaded
Upload Student Original Birth Certificate or Passport	No	🗑 Remove Doc	Successfully Uploaded
Upload Proof of Domicile	No	🗑 Remove Doc	Successfully Uploaded
Upload Universal Child Health and Immunization Records	No	Upload Doc	No Document
Upload Child's Medical History, School Nurse Health Record Update, Health History, and Health Survey Forms	No	Upload Doc	No Document
Upload Physical Exam Mandate	No	Upload Doc	No Document
Upload Most Recent Report Card/Standardized Test Records	No	Upload Doc	No Document
Upload IEP Documents	No	Upload Doc	No Document
Upload 504 Documents	No	Upload Doc	No Document
Landlord Affidavit	No	Upload Doc	No Document

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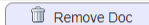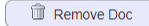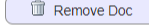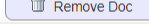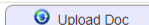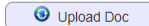
Advance to Next Screen

Step 8 – Complete the Language Survey for each student by clicking '**Begin Survey**'. Answer the Yes or No questions. Once complete, click '**Close**' and then '**Advance to Next Screen**'.

Step 9 – Review that the information you submitted is correct. If you need to make any changes, you can click the appropriate '**Edit**' buttons.

Helpful Hint – Before you submit the registration, **CREATE** an account with your email address and a password you will remember. By creating an account, you can **save** your information and sign in to **update** information and **upload** documentation.

Step 10 – Once you enter your email address and password, click '**Submit Registration Information**'. If successful, you will be redirected to your registration PDF and will receive a separate email confirmation.

Our office is then notified that a new student pre-registered and we will reach out to you via the email you provided.

Go to https://genesis.chclc.org/genesis/openReg?screen=welcomeScreen&action=form, if you need to **log in again** to submit additional information or documentation.

Once there, click on '**Or Click Here To Continue Previous Registration**'. Follow the prompts to complete the registration.