

Lumberton Township School District

Full Day Kindergarten Program



*Walther School is getting ready for
KINDERGARTEN!*

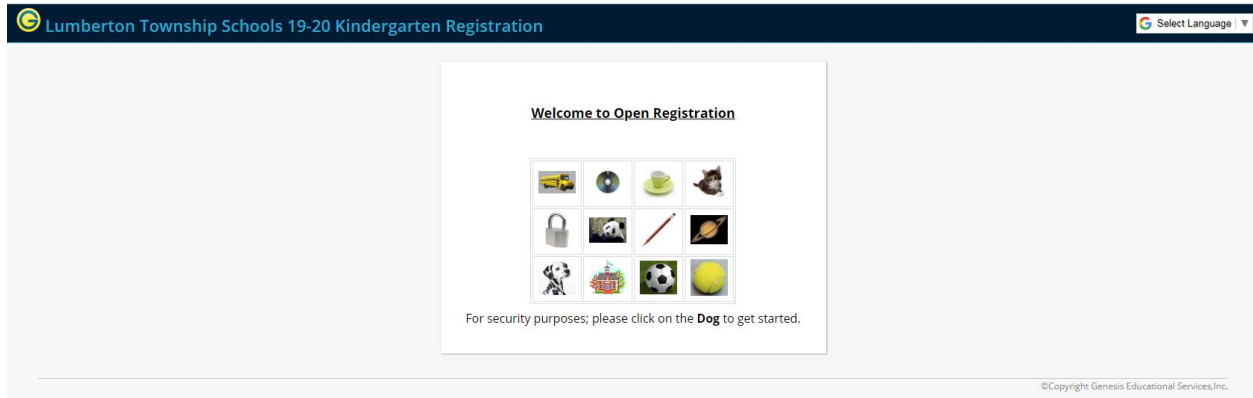
Parents of Preschoolers who live in Lumberton who will be 5 on or before September 30, 2019

We are attempting to locate children who **live in Lumberton** and are eligible for entrance into kindergarten for the September 2019-2020 school year.

If you have a child or know of a friend or neighbor who has a child in Lumberton who will be five (5) years of age **ON OR BEFORE SEPTEMBER 30, 2019**, please do the following:

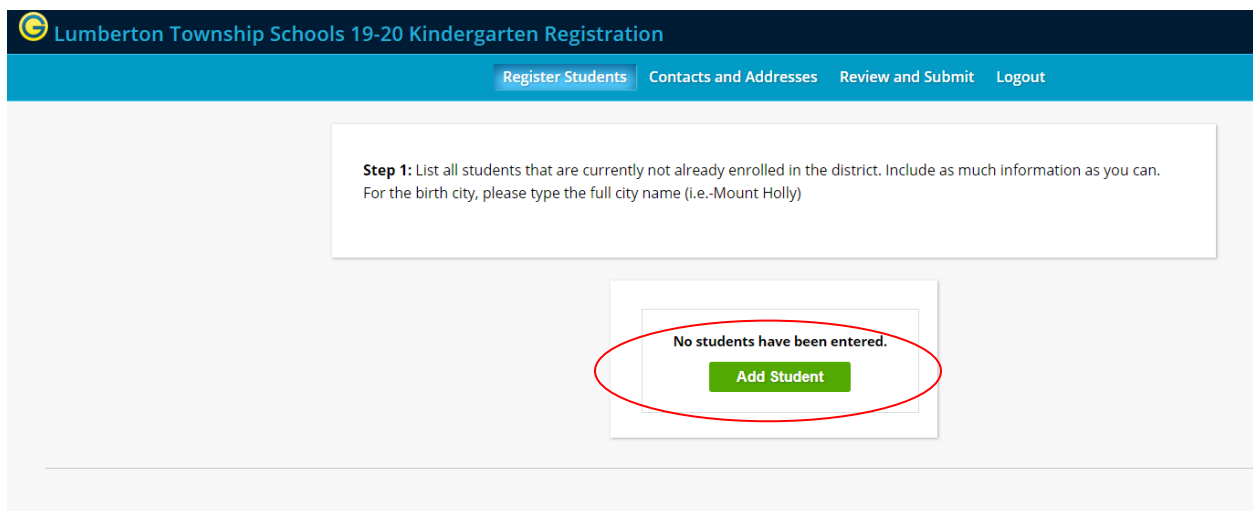
Click on the following link: <https://genesis.lumberton.k12.nj.us/genesis/openReg>

The following screen will appear:



Click on the requested item to get started.

A “Register Students” screen will appear:



Click on the GREEN Add Student button.

The following “Add Student” window appear:

The screenshot shows a web-based form titled "Add Student" with a blue header bar. Below the header is a dark blue banner with white text: "FILL OUT THIS FORM AND THEN HIT THE 'SAVE STUDENT' BUTTON" and "* DENOTES REQUIRED FIELDS". The form contains the following fields and options:

- Registering for School Year: 2019-20 (dropdown)
- Student First Name:*
- Student Last Name:*
- Suffix: (dropdown)
- Ethnicity: Hispanic, Not Hispanic
- Select one or more races: White, Black, American Indian / Alaskan, Asian, Hawaiian native/other Pacific Islander
- Gender: (dropdown)
- Date of Birth: (text input with calendar icon)
- Refuse release of birthplace information:
- City of Birth: (text input)
- State of Birth: (dropdown)
- Country of Birth: (dropdown)
- Date of First Entry to US: (text input with calendar icon)
- Primary Language spoken by student: (dropdown)
- Language spoken by family at home: (dropdown)
- Military Connected Indicator: Not Military Connected - Student is not military-connected, Active Duty - dependent of a member of the Active Duty Forces (Full Time: Army Navy Air Force Marine Corps or Coast Guard)
- Insurance Provider: (dropdown)
- Has Med Insurance?: Yes No Unknown
- Release to NJ Family Care: Yes No Unknown

At the bottom right of the form are two buttons: "Save Student" and "Cancel".

Add all requested data.

Your screen should look something like this:

Add Student

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

Registering for School Year:	2019-20		
Student First Name:	Taylor		
Student Last Name:	Swift	Suffix:	
Ethnicity:	<input type="radio"/> Hispanic <input checked="" type="radio"/> Not Hispanic		
Select one or more races:	<input checked="" 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		
Gender:	Female		
Date of Birth:	12/13/89		
Refuse release of birthplace information:	<input type="checkbox"/>		
City of Birth:	Reading		
State of Birth:	PA		
Country of Birth:	United States		
Date of First Entry to US:	12/13/89		
Primary Language spoken by student:	English		
Language spoken by family at home:	English		
Military Connected Indicator:	<input type="radio"/> Not Military Connected - Student is not military-connected <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:	Aetna US HealthCare		
Has Med Insurance?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		
Release to NJ Family Care:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown		

Save Student **Cancel**

Click on the "Save Student" button at the bottom of the screen.

The following screen will appear:

Lumberton Township Schools 19-20 Kindergarten Registration

Select Language

Register Students | Contacts and Addresses | Review and Submit | Logout

Step 1: List all students that are currently not already enrolled in the district. Include as much information as you can. For the birth city, please type the full city name (i.e.-Mount Holly)

STUDENTS WHO YOU HAVE ENTERED						
STATUS	LAST	FIRST	MIDDLE	DOB	AGE	
Completed	1.	Swift	Taylor	12/13/1989	29	Modify Student Remove Student

[Add Another Student](#)

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

[Advance to Next Screen](#)

If you are only registering one incoming student, click on the GREEN “Advance to Next Screen” button.

If you are registering twins, triplets, etc., click on the GREEN “Add Another Student” button.

The following screen will appear:

Lumberton Township Schools 19-20 Kindergarten Registration

Register Students | Contacts and Addresses | Review and Submit | Logout

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

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN REQUIRED*

[Add Primary Address and Primary Parent/Guardian](#)

Click on the GREEN “Add Primary Address and Primary Parent/Guardian button.

The following screen (Contacts and Addresses) will appear:

The screenshot shows the 'Contacts and Addresses' section of the registration process. At the top, there are navigation links: 'Register Students', 'Contacts and Addresses', 'Review and Submit', and 'Logout'. Below this is a header for 'Lumberton Township Schools 19-20 Kindergarten Registration'. A message box states: 'Step 2: List all addresses that you would like mail from the district sent to. A Legal Residence must be entered.' The main form is divided into two sections:

- SECTION 1: ADD THE STUDENT'S PRIMARY ADDRESS**
 - House # *
 - Street Name *
 - Apt #
 - City *
 - State * (NJ)
 - Zip *
 - County (Burlington)
- SECTION 2: GUARDIAN AT PRIMARY ADDRESS**
 - Prefix *
 - First Name * and Last Name *
 - Relationship to Student *
 - Home Phone (with Primary checkbox)
 - Cell (with Primary checkbox)
 - Cell Provider (Unknown)
 - Work (with Primary checkbox)
 - Primary Email *

At the bottom of the form, there are three buttons: 'Save Primary Contact Information' (circled in red), 'Cancel', and 'Add Additional Other Contact'. Below the form is an 'Advance to Next Screen' button.

Fill in all requested information. Click on the Save Primary Contact Information button.

The following pop-up message will appear:


The pop-up message box has a blue header with a close icon. The main text reads: 'Step 3: Review the Guardians that you have entered and add any other contacts you would like to include.' At the bottom right, there is a 'Close' button.

The following screen will appear:

ten Registration

Register Students **Contacts and Addresses** Review and Submit Logout

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

PRIMARY ADDRESS AND PRIMARY PARENT/GUARDIAN REQUIRED*					
	STREET NUMBER	STREET NAME	CITY	STATE	
Primary Address	56	Chestnut	Lumberton	NJ	
	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE	
Primary Guardian	Mrs.	Florence	Walther	123-456-7890	 Modify

ENTER ADDITIONAL PARENTS/GUARDIANS
Add Additional Parent/Guardian

ENTER EMERGENCY CONTACTS
Add Additional Emergency Contact

ENTER OTHER CONTACTS
Add Additional Other Contact

Advance to Next Screen

From here, you can modify the primary parent/guardian, add additional parents/guardians, enter emergency contacts and enter other contacts.

At a minimum, you should add additional parent/guardians (if applicable) and at least one emergency contact.

The following pop-up will appear:

Enter Additional Parents/Guardians

SECTION 1: NEW PARENT/GUARDIAN

*Prefix

*First Name *Last Name

*Relationship to Student

Home Phone Primary

Cell Primary

Cell Provider

Work Primary

Primary Email

SECTION 2: ADD PARENT/GUARDIAN ADDRESS

Existing Address:

[Save Additional Parent/Guardian Information](#) [Cancel](#)

Enter this info and click on the “Save Additional Parent/Guardian Information” button.

When you are done entering all contact info, click on the GREEN “Advance to Next Screen” button.

ENTER ADDITIONAL PARENTS/GUARDIANS

	TITLE	FIRST NAME	LAST NAME	PRIMARY PHONE		
Guardian 2	Mr.	John	Bailey	123-456-7890	Modify Guardian	Delete Guardian

[Add Additional Parent/Guardian](#)

ENTER EMERGENCY CONTACTS

[Add Additional Emergency Contact](#)

ENTER OTHER CONTACTS

[Add Additional Other Contact](#)

[Advance to Next Screen](#)

The following screen will appear:

Register Students Contacts and Addresses **Review and Submit** Logout

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: TAYLOR SWIFT

TAYLOR WILL BE REGISTERING FOR THE 2019-20 SCHOOL YEAR IN GRADE

First Name	Last Name	Age	School	School Year
Taylor	Swift	29		2019-20

Edit Student Information

Contact Information

1. MRS. FLORENCE WALTHER , GUARDIAN

Home Phone	Cell Phone	Work Phone	Email	Address
123-456-7890	012-345-6789 Provider:VERIZON	234-567-8901	florencelwalther@lumberton.k12.nj.us	56 Chestnut Lumberton, NJ 08048

2. MR. JOHN BAILEY , GUARDIAN

Home Phone	Cell Phone	Work Phone	Email	Address
123-456-7890	012-345-6789 Provider:UNKNOWN		jbailey@lumberton.k12.nj.us	56 Chestnut Lumberton, NJ 08048

Edit Contacts

Verify and edit information as needed, then SCROLL DOWN. You will see the following:

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

Submit Registration Information

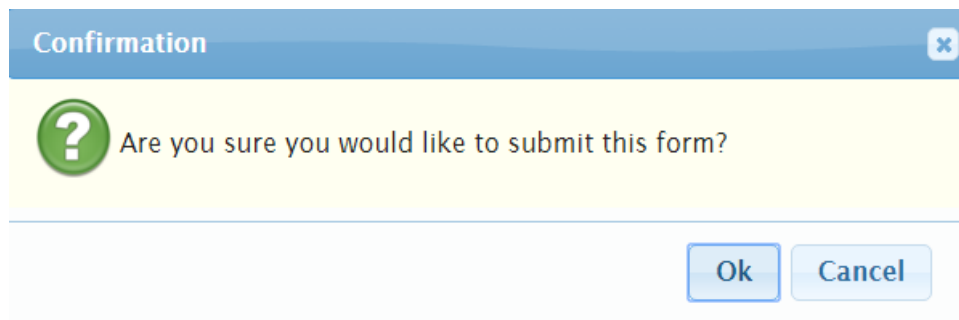
Add your e-mail address to receive a confirmation e-mail and to submit the registration information:

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

florence@lumberton.k12.nj.us

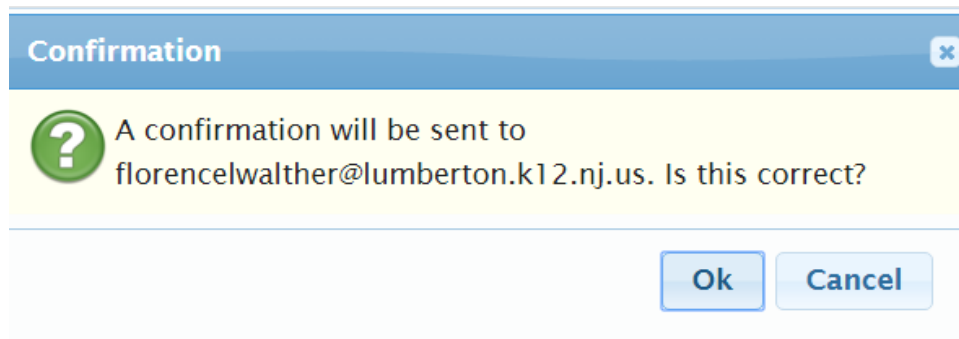
Submit Registration Information

A window similar to the following will appear:



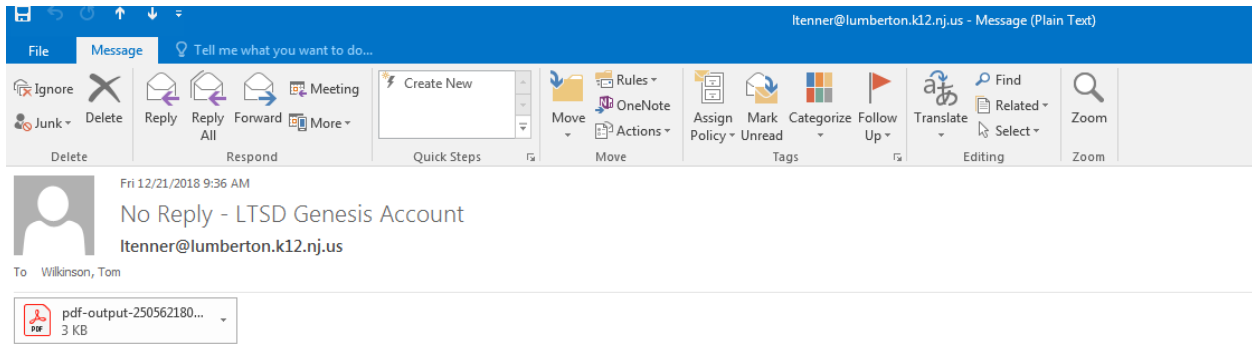
Click on the OK button.

Another window will appear:



Click on the OK button again.

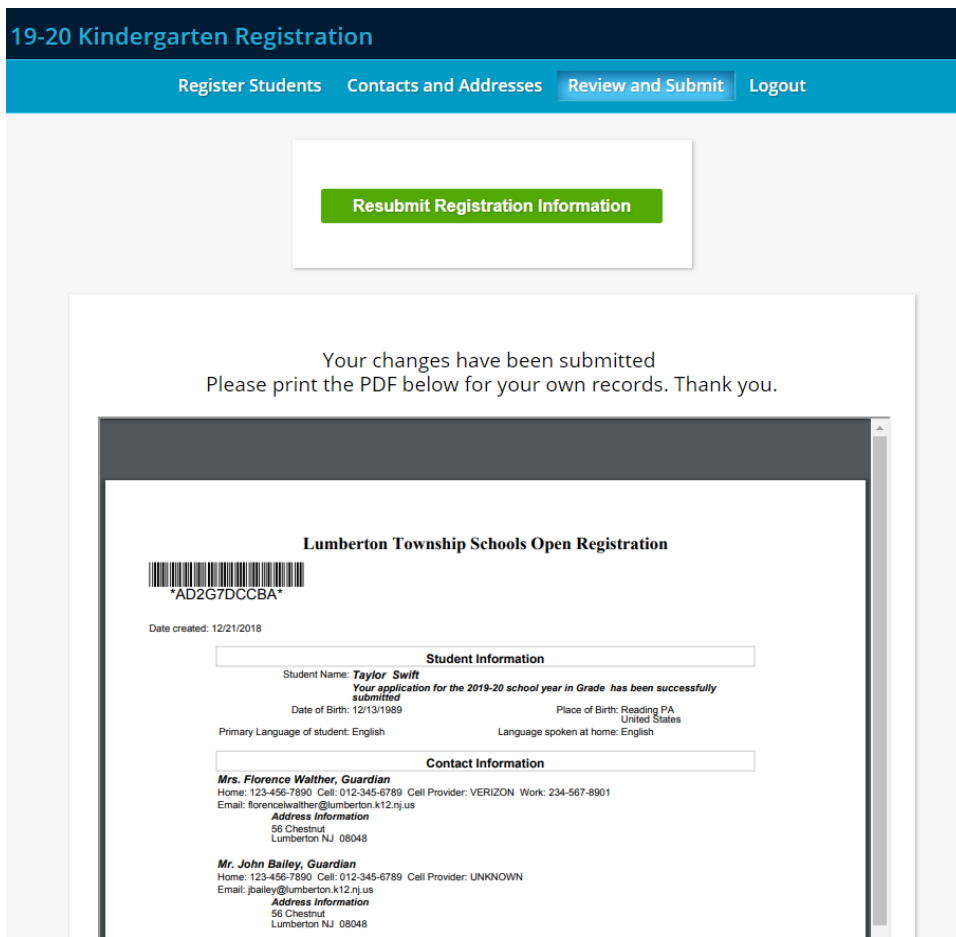
You should receive an e-mail that looks something like this within 2-3 minutes.



Thank you for registering your students. Please print out the attached file for your records.

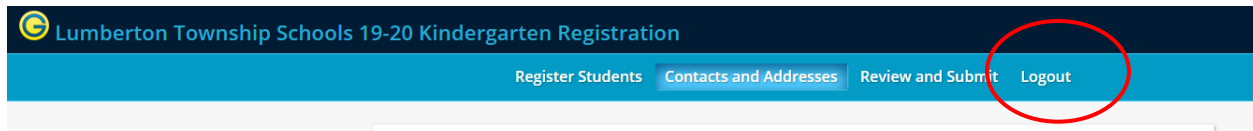
Save this e-mail and print out the attached PDF.

The following screen will also appear:



This is the same PDF that you received via e-mail.

Click on the Logout tab when done.



The remainder of the registration process is as follows:

Student screening and presentation of documentation (i.e. proof of residency-deed or lease, driver's license or passport, student's proof of age, student's immunization record) will be held May 14, 15, 22, 23.

Details for scheduling an appointment will be sent via e-mail in the spring. Data verification will also occur during the student screening appointment.