

# 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.

Documents > Registration Documents for Registration Example

<input type="checkbox"/>	Name	Status	Date modified	Type	Size
<input type="checkbox"/>	Birth Cert	✓	1/8/2021 3:04 PM	JPG File	133 KB
<input type="checkbox"/>	Immunization Record	✓	1/8/2021 3:02 PM	PDF File	30 KB
<input type="checkbox"/>	Lease	✓	1/8/2021 3:00 PM	PDF File	30 KB
<input type="checkbox"/>	Photo ID	✓	1/8/2021 3:02 PM	JPG File	131 KB
<input type="checkbox"/>	Utility Bill	✓	1/8/2021 3:00 PM	PDF File	30 KB

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

Genesis Open Registration

genesis.chcl.org/genesis/openReg?screen=welcomeScreen&action=form

Cherry Hill Public Schools Open Registration

Select Language

Powered by Google Translate

**Welcome to Cherry Hill Public Schools Open Registration**

Please enter the requested information to start the Open Registration process. After you enter your student and contact information, **you must click "Submit Registration Form"** at the bottom of the Review page to complete your initial registration form.


For security purposes; please click on the **Pencil** for a new registration.

[Or Click Here To Continue Previous Registration](#)

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**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.



Ethnicity:*	<input type="radio"/> Hispanic <input checked="" type="radio"/> Not Hispanic
Select one or more races:*	<input type="checkbox"/> White <input checked="" 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:*	01/01/2015 📅 Age:
City of Birth:*	Voorhees
State of Birth:	NJ ▾
Country of Birth:*	United States ▾
Date First Enrolled in US School (if born outside the US):	📅
Date of First Entry to US	📅
Primary Language spoken by student:*	English ▾
Language spoken by family at home:*	English ▾
Military Connected Indicator:*	<input checked="" 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)

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

The screenshot shows a web browser window with the URL `genesis.chdc.org/genesis/openReg?screen=students&action=form`. The page title is "Cherry Hill Public Schools Open Registration". A navigation bar contains links for "Register Students", "Contacts and Addresses", "Documents", "Home Language Survey", "Review and Submit", and "Logout".

**Step 1:** Please enter the student's name and information exactly as it appears on the birth certificate or passport.  
Do **NOT** use ALL CAPS or all lowercase when entering information.

STUDENTS WHO YOU HAVE ENTERED							
STATUS		LAST	FIRST	MIDDLE	DOB	AGE	
Completed	1.	Example	Registration		1/1/2015	6	<a href="#">Modify Student</a> <a href="#">Remove Student</a>

**Add Another Student**

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

**Advance to Next Screen**

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**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.

The screenshot shows a web browser window with the URL <https://genesis.chcl.org/genesis/openReg?screen=doc&action=form>. The page header includes the Cherry Hill Public Schools logo and navigation links: Register Students, Contacts and Addresses, Documents (selected), Home Language Survey, Review and Submit, and Logout. A language selection dropdown is set to 'Select Language'.

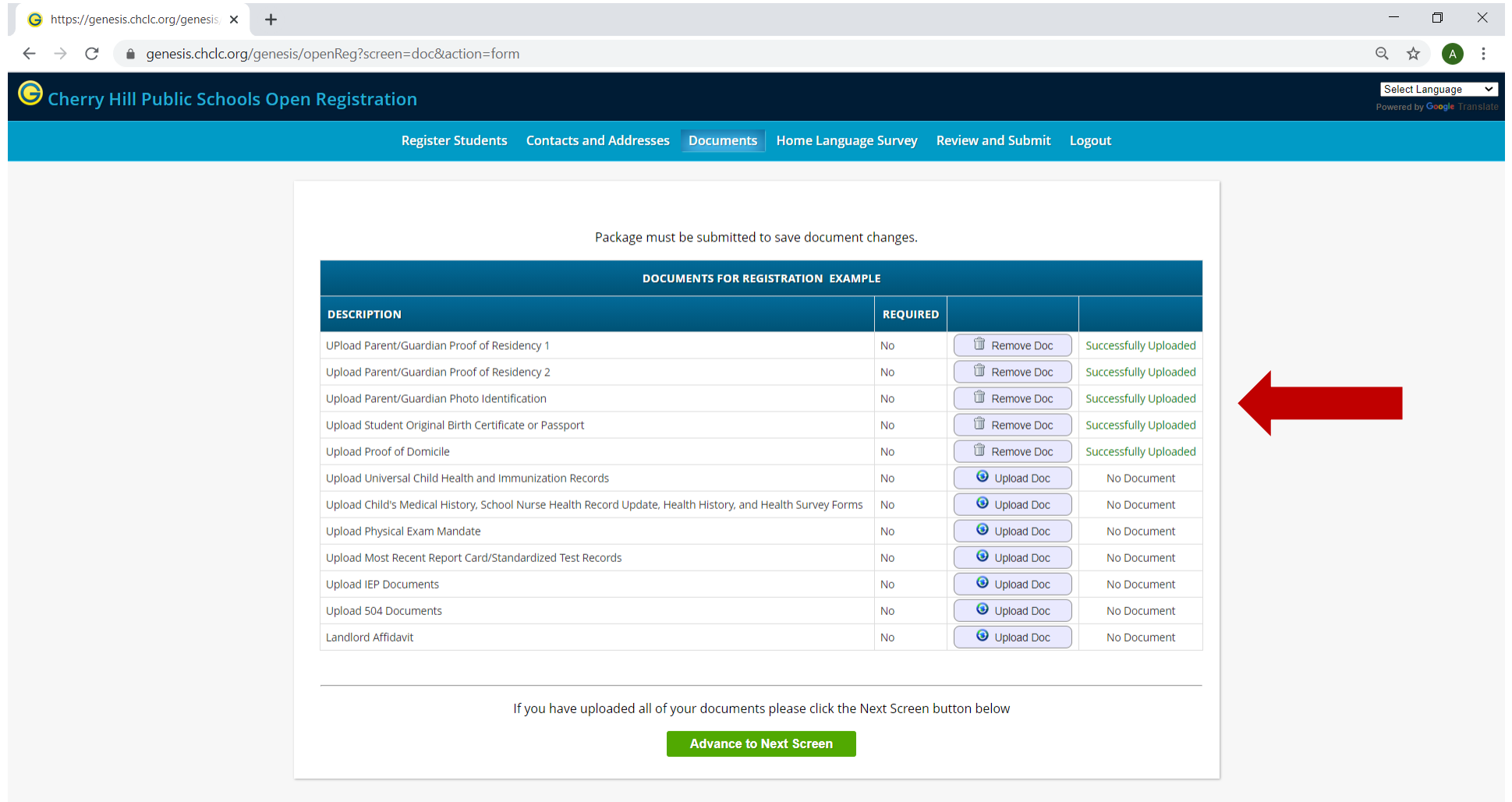
DOCUMENTS FOR REGISTRATION EXAMPLE			
DESCRIPTION	REQUIRED		
Upload Parent/Guardian Proof of Residency 1	No	Upload Doc	No Document
Upload Parent/Guardian Proof of Residency 2	No	Upload Doc	No Document
Upload Parent/Guardian Photo Identification	No	Upload Doc	No Document
Upload Student Original Birth Certificate or Passport	No	Upload Doc	No Document
Upload Proof of Domicile	No	Upload Doc	No Document
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

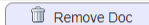
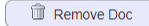
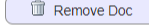
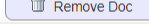
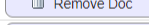
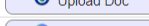
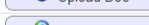
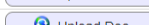
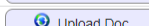
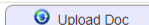
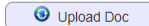

[Advance to Next Screen](#)

**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.

**Step 7** – If successful, it will note “successfully uploaded” and you can click on ‘**Advance to Next Screen**’.



Package must be submitted to save document changes.

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

The screenshot shows a web browser window with the URL `genesis.chclc.org/genesis/openReg?screen=submit&action=form`. The page contains several sections:

- Upload 504 Documents:** A table with two rows: "Upload 504 Documents" and "Landlord Affidavit", both with "No" in the second column and "No Document" in the third column. Below this is a green "Edit Documents" button.
- Home Language Survey Information:** A table with two columns: "Student" and "Completed". The row "Registration Example" has "Yes" in the "Completed" column. Below this is a green "Edit Survey" button.
- Registration Form:** A section with the text "\*If you would like an e-mail confirmation, enter your email address below." and a text input field containing "registration@chclc.org". Below this is the text "If you would like to create an account with your email please enter a password below." followed by two password input fields labeled "Password" and "Confirm Password". A green "Submit Registration Information" button is at the bottom of this section.

Red arrows point to the "Password" and "Confirm Password" input fields, and another red arrow points to the "Submit Registration Information" button.

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**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.

