Parent Registration User Guide

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Welcome to Washington Township Public Schools!

Before you Begin

Please be sure to have all information available before you begin:

- Parent/Guardian photo identification
- A current photo of your child(ren)
- Your child(ren)'s birth certificate
- Three proofs of residency (dated within the last 60 days)
- Your child's immunization records

To begin the registration process, visit the Washington Township Public Schools website at www.wtps.org. Click on the **PARENTS** tab, click **REGISTRATION** and then click on **Open Registration.**

Register Students

1. Follow the instructions on the screen by choosing the object instructed to proceed.
2. Read the "Eligibility for Enrollment" statement. Once you have read this information, click on "Add Student".
3. Fill out the form and then click on "Save Student" at the bottom of the screen.
4. If you have another student to enroll, click on "Add Another Student".

5. If you would like to modify the information you entered, click on "Modify Student". This will populate the information you previously entered. Modify the information as needed. When you are finished, click on "Save Student".

6. If you would like to remove a student, click on "Remove Student".

7. Once you have entered all of your students, click on "Advance to Next Screen".

Contacts and Addresses

1. Next you will enter Guardian and Emergency Contact information. Please enter contact information for all parents/legal guardians. We also ask that you provide at least three (3) emergency contacts who have permission to be contacted and/or pick up your child from school. To begin entering this information, click on "Add Primary Address and Primary Parent/Guardian".

2. Enter the student's primary address along with the contact information for the guardian at the primary address. Click "Save Primary Contact Information".
3. On this screen you will have the option to modify the information you entered for the Primary Guardian and add additional Parent/Guardian information.
   a. If you need to modify the information you have already entered, click on "Modify" next to the guardian information.

b. To add additional Parent/Guardian information, click on "Add Additional Parent/Guardian". Be sure to save the information you enter by clicking on "Save Additional Parent/Guardian Information". You can add up to four Parents/Legal Guardians. Please be sure to ONLY add parents and legal guardians. **Note that "guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district subject to a rebuttable presumption that the child is actually living with such custodian; it also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1(e).**

c. After you have entered all Parent/Guardian information, click on "Add Additional Emergency Contact". Enter the information and click on "Save Additional Emergency Contact Information" to save the information. You can enter as many emergency contacts as you would like, but we ask that you enter at least three.

d. Once you have entered all Parent/Guardian and Emergency Contact information, click on "Advance to Next Screen".

Documents

1. On this screen you can upload the necessary documents needed to register your child. To upload a document, click on "Upload Doc" and then click "Choose File". Choose your file and then click on "Upload File".
2. If you need to remove a document that you already uploaded, simply click on "Remove Doc".
3. Once you have uploaded all your documents, click on "Advance to Next Screen".

Home Language Survey

1. To begin the Home Language Survey, click on "Begin Survey".
2. Answer each question accordingly. When you have completed the survey, you will receive the following message:
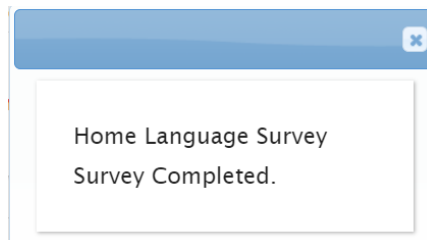
3. Click on the "X" to continue. If you have multiple children, you will need to answer the survey for each child. Simply click on "Begin Survey" to begin the survey.

HOME LANGUAGE SURVEYS

STUDENT	COMPLETED		
Frank Furter	Yes	Reset Survey	View Answers
Ham Burger	Yes	Reset Survey	View Answers
Patti Melt	No		Begin Survey

Survey not completed. Click 'Begin Survey' above to proceed.

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4. When you have completed the survey for each child, click on ==“Advance to Next Screen”==.

Review and Submit

1. This screen will provide you with an overview of the information that you submitted. If you need to edit any information, click on the green ==“Edit”== button at the bottom of each section.
2. Once you have reviewed your information, you must create an account in order to submit the registration application. Scroll to the bottom of the page and enter your email address and create a password. Enter your information and click “Submit Registration Information”.
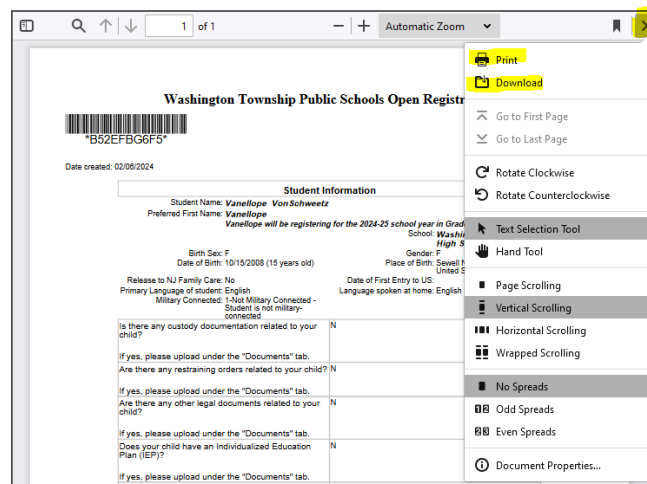

3. Once you have successfully submitted the open registration application, a PDF of the application will populate on your screen. Please print or download and save a copy of the application by clicking on the ==“>>”== icon in the upper right hand corner.

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*Note: If you are unable to submit the registration application and see the following message at the bottom of the page, you are missing required information and cannot submit the application:

Cannot submit registration information There are missing/bad required fields for one or more of the following: students, contacts, documents, home language survey

The information you are missing will be notated on the "Review and Submit" screen. See examples below:

Example 1 - Student information is missing. Warning is noted in yellow:

Student Information

STUDENT NAME: WRECK IT RALPH	WARNING STUDENT IS MISSING REQUIRED FIELDS			
WRECK WILL BE REGISTERING FOR THE 2024-25 SCHOOL YEAR IN GRADE 05				
First Name	**Last Name**	**Age**	**School**	**School Year**
Wreck	Ralph	11	BELLS	2024-25

Edit Student Information

Example 2 - Required document was not uploaded. "No Document" noted in red:

Document Information

DOCUMENTS FOR: VANELLOPE VONSCHWEETZ WARNING STUDENT IS MISSING REQUIRED DOCUMENTS		
Description	**Required**	**Upload**
Please upload your photo identification.	Yes	Successfully Uploaded
Please upload a current photo of your child.	Yes	Successfully Uploaded
Please upload your child's birth certificate.	Yes	Successfully Uploaded
Please upload at least 3 proofs of residency. Click the link for further explanation and examples.	Yes	Successfully Uploaded
Please upload your child's required immunization records. Click the link to see the New Jersey Department of Health's Immunization Requirements	Yes	**No Document**
Please upload any custody documentation related to your child.	No	No Document

Once submitted, the registrar will review your information and contact you if anything is missing. If completed in full, you will receive a confirmation email.

If you need to schedule an in-person appointment to complete your open registration or to submit your documents, do so at this link.

If you have questions regarding the online process please email our Help Desk at genesishelp@wtps.org.