URL Address: https://genesis.pennsauken.net/genesis/openReg

This is a pre-registration site and does not replace in-person registration. Online Pre-Registration is designed to streamline the registration process by allowing parents/guardians to pre-enter basic demographic information about students.
How to Pre-Register a Student in Genesis

To begin the process, visit https://genesis.pennsauken.net/genesis/openReg

1. **The Welcome Screen** – you may change the language from English to Spanish, Chinese, Vietnamese, etc.

   ![Welcome Screen](image)

   **Screen Translated to Spanish**

   ![Translated Screen](image)

   Click on the proper icon and the next screen will open. Click ‘Add Student’

   ![Add Student Screen](image)
The Register Students Screen – There is no limit on the number of students that can be entered in a single open registration action.

Step 1: List all students that are currently not enrolled in the district.

- In the Student Screen you must enter the basic demographic information about each child.
  - If your child was born in the United States or its territories you need to fill in the birth City, State and Country. If your child was born in a country other than the United States or territories you only need to fill in the Birth Country.
  - The Immigration Status field should be ignored.

- Once you have finished entering your child’s information click the “Add Student” button at the bottom of the page.

- If you have a second child to add you will now be able to enter the second child’s information by clicking on “Add Another Student” button.

- Once you have entered your child’s information and are ready to go to the next screen, click the “Advance to Next Screen” [Orange Button]
STEP 2: List all addresses that you would like mail from the district sent to. A Legal Residence must be entered.

The Contacts and Addresses Screen – Parent/guardian must enter a Legal Residence address.

Section 1: You only need to fill in the primary/legal residence address one time for all of your children.

Section 2: Enter the first guardian contact information living at the same address as section 1. 
Examples: Mother or Stepmother, Foster Mother, Court Appointed Guardian

Section 3: Enter the second guardian contact information living at the same address as section 1. 
Examples: Father or Stepfather, Foster Father, Court Appointed Guardian.

✓ If parents are divorced you may enter the secondary parent with a different secondary address - not the legal residence address. Only enter the guardian’s information on this screen.

✓ For All Other Contacts - grandparent, uncle, aunt, or friend will be entered on the next screen. Once you are ready to go to the next screen click on “Advance to Next Screen”. 
II. **The Review and Submit Tab** - Please verify that the information you have entered is correct.

- You may edit the student’s information on this screen.

[Image of a computer screen showing a registration form]

**Review and Submit:**
- Verify Screen - this screen gives you all the information to verify before submitting. This is your last chance to make any corrections. If you need to make a correction you can click on the edit information.
- To receive an e-mail confirmation, enter your email address in the text box and then click on the “Submit Registration Information” [Orange Button]
- The next screen is your confirmation screen. Print your confirmation and bring it with you on your registration appointment date.

**NEXT STEPS:**
- Print out the **Registration Forms, Health Forms, and Residency Affidavits** available on our website [https://www.pennsauken.net/Page/501](https://www.pennsauken.net/Page/501) and **must** complete the forms prior to your appointment date.
- For **Kindergarten full day (KF)**, please call Registration/Residency Office at (856)675-1262 to schedule an appointment.

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**Office Hours:**
Monday to Friday, 8:30 a.m. – 3:30 p.m.

**Office Location:**
Pennsauken Board of Education
1695 Hylton Road
Pennsauken, NJ 08110