



EDUCATIONAL SERVICES

Genesis Student Information System

Guide To Registration & Pre-registration

Guide to Registration and Pre-registration**Table of Contents**

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I. Overview of Genesis Registration Functions

Genesis has a full repertoire of Registration functions. These are optimized to meet the requirements of the State of New Jersey. This document describes the following six Registration operations:

- **New Student Registrations:**
 - **“New Student”** registers a student for the current school year.
 - **“Pre-Registration”** registers a student for the next school year.
- **Transfer in District** – Transfers a student within your district, either from school to school, from one grade to another.
- **Withdraw from District** – This removes a student from ACTIVE status, places them on INACTIVE status. If the student is scheduled into classes, this automatically drops the student from all their classes.
- **Re-Entry** – This reactivates a student who was previously registered in your district and was also previously withdrawn. To be reactivated (that is, re-entered) the student’s current status must be INACTIVE.
- **Homebound:**
 - Place a Student on Homebound
 - Remove a Student from Homebound

Registration and Contacts

This document assumes that your district is using the new Contacts2 system. The procedures here are not compatible with the old Addresses and Contacts tables. Contacts2 enables you to copy Contact information from existing students to new students, and then allows you to add to, delete from and update the copied information.

Pre-Registration

The primary difference between New Student registration for the current year and Pre-registration for the next year, is that with New Student registration the student is placed directly into a school and attendance records are created immediately to track their current year attendance. With Pre-registration, the student is placed in a ‘holding tank’ Pre-Registration school and does not appear in current year records. In addition, it is crucial to identify what school and grade the student is to be placed in for the next school year. There are no other real differences between the two functions.

The remainder of this document addresses all Registration functions. *

II. Registration: Registering a New Student for the Current School Year

The New Student Registration Wizard

There are four screens that comprise both the “New Student Registration Wizard” and the “Pre-Registration Wizard”:

1. The Required Data screen – This screen allows you to check to see if the student already exists in the database and forces you enter all required information for a student before proceeding.
2. The Contacts Screen – This screen requires that you enter Contact information for the new student or to import the information from an existing student.
3. The Family Screen – The optional Family screen enables you to create a Family Code for this student and to record the outline of Custody information.
4. The Categories Screen – The optional Categories screen contains a set of parameters on the student.

The New Student Registration Process

Phase 1: Previously Enrolled Check: Bring up the New Student Wizard and determine whether or not the student has ever been previously registered in your school district.

Phase 2: Required Information: Enter the remainder of the required information and move to the Contacts screen. In Genesis, students cannot be partially registered: this screen and the Contact screen ensure that you enter all information to properly register a student before the student’s information can be permanently saved. You will not be allowed to leave “Phase 2” and move off the Required screen until all necessary fields have been filled.

Phase 3: Contact Information: Fill in Contact information for the new student:

- If the student has a sibling registered in the district, copy the sibling’s information to the new student
- Enter Phone and Email information for the student themselves (i.e. the student’s own cell phone number(s) and email address(es)).
- Enter (additional) Contact information for the new student’s contacts.

Phase 4: (Optional) Family (Custody) Information

Phase 5: (Optional) Categories Screen

Finish: Register the New Student (create their student record). The student is not registered until this point. The student can be registered after their Contact information has been entered – or you can continue on to the optional phases before actually registering the student.

Procedure to Register a New Student for the Current School Year

1. Go to the Registration top tab.
2. Click on the New Student tab. This brings up the first page of the New Student Registration Wizard.
3. Perform the “Phase 1 Student Previously Enrolled check:

Determine whether or not this student has previously been registered

Next to the “Gender” field and at the bottom of the [Registration→New Student→Required](#) screen there are buttons that allows you to check whether this student, or a student sharing this

student's name, gender and birthdate, has already been registered. To perform this check do the following:

- a. Fill in the following fields:
 - i. **Last Name**
 - ii. **First name**
 - iii. **Middle name** (if student has a middle name)
 - iv. **Birthdate**
 - v. **Gender**

The screenshot shows the 'Registration Wizard Step 1: New Student Information' form. The form is divided into several sections. The 'Required' section includes fields for *School (2002-Genesis High School), *Registration Date (04/28/2011), *Student ID (Automatically Assigned), State Student ID, *First Name (Brad), *Last Name (Daily), Nick Name (Brad), *Birth Date (04/26/1994), *Ethnicity (White, Black, Hispanic, American Indian / Alaskan, Asian, Hawaiian native/other Pacific Islander), *Grade Level, Session, *Gender (Male), and a 'Does Student Exist?' button. The 'Addresses' section includes Home School, Home School Reason, Middle Name, Suffix, Vice Principal, and Social Security Number. The 'Contacts' section includes High School Entry Date.

- b. Click the **"Does Student Exist?"** button next to the Gender field or at the bottom of the screen:

- i. If a student matching this student's basic information exists, a warning will be displayed:

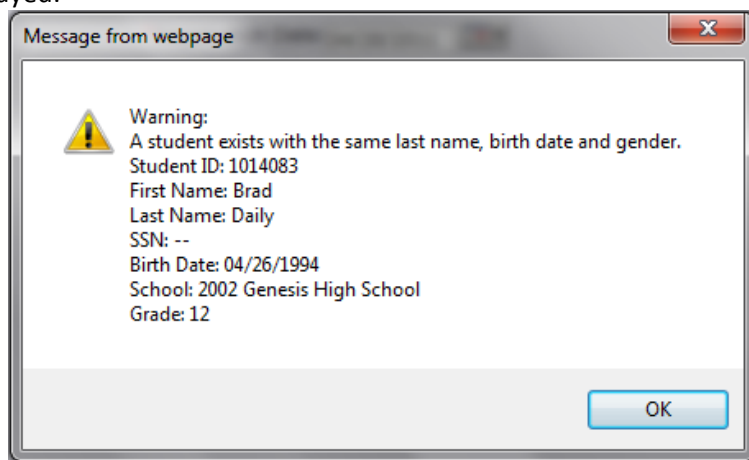


Figure 1 – "Similar student located" message

- ii. If no student matches this student's basic information exists, the following message is displayed:

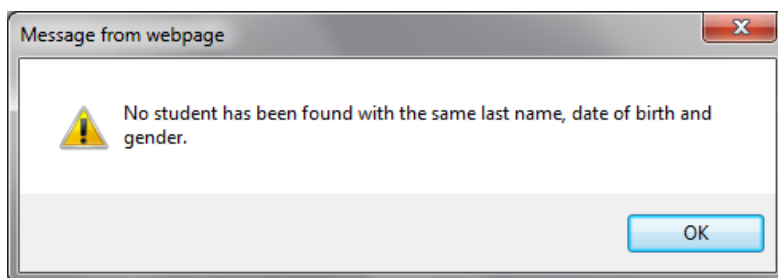



Figure 2 – “No similar student located” message

- c. Click “OK” to dismiss the message.
 - d. You must decide if you wish to continue or not. If you wish to simply re-activate the student’s previous record, use the “Re-Enter” function (See Section X below). To finish registering the new student, continue with Step 4 (Phase 2) below.
4. Phase 2: Fill in the remainder of the Student’s Required Information on the **New Student→Required** screen:

Figure 3 – Initial screen of the New Student Registration Wizard – Required Data

This first screen of the Wizard is the “**Required Demographic Information**” screen. The required fields on the Registration Form are identified by **red asterisks ‘*’**. These required fields can be set by your district

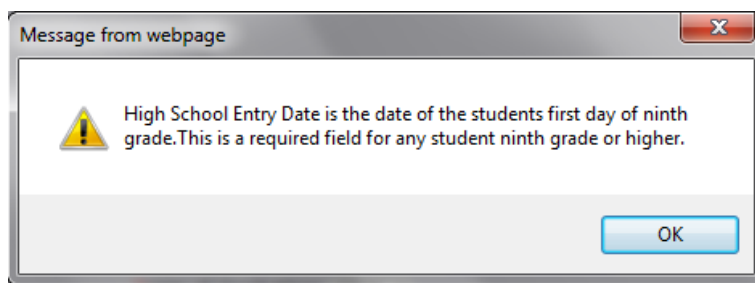
and may not be fully listed here. All fields on the Required screen are listed below. The fields required by Genesis to satisfy State reporting requirements (e.g. NJ SMART) are identified by the red asterisks:

- ***School** – The school the student will be attending.
- ***Registration Date** – The date the student registered. This defaults to “today”. This has nothing to do with State reporting.
- ***Student ID** – The student’s ID number. This can be automatically generated by Genesis.
- **State Student ID** – Student’s state assigned ID number
- **Home School** – The school the student would normally attend, if they are not attending it.
- **Home School Reason** – The reason the student is not attending their Home School (if in fact they are not).
- **Student Name** –
 - ***First Name** - Required
 - ***Last Name** - Required
 - **Middle Name** - Optional
 - **Suffix** – E.g. Jr, II, III
 - **Nickname** - Optional
- ***Birth Date** – Student’s date of birth
- ***Student’s Ethnicity(ies)** – A student can be multi-racial.
- ***Grade level** – Grade the student will be placed in.
- ***Gender** - 
- **Vice Principal** – Vice Principal this student is being assigned to.
- **Counselor** – Guidance counselor this student is being assigned to.
- **Career** – Unnecessary. This is for Vocational Schools only.
- ***High School Entry Date** – Required for high school students.
- ***Year of Graduation** – The year the student is currently expected to graduate high school. If a student is retained in a high school grade, their “year of graduation” will change, while their “Class of” will not. In most cases, “Year of Graduation” and “Class of” will be the same:
- ***Class of** – “Class of” is very important: for students currently in high school (9th grade or higher), it identifies the graduation requirements as specified by the State of NJ. Once a student enters 9th grade, their “Class of” is locked and cannot be changed.
- ***District** – Your school’s district
- ***Resident County** – The county the student resides in.
- ***Resident District** – The district the student actually resides in.
- ***Municipality Code** – The code for the municipality in which the student resides.
- **Share Time** – If a student is shared time, this is set to either Sent or Received.
- **Special Ed** – This field is used for searching (i.e. finding the special ed students). If it is set to Yes, the student’s Special Ed screens must later be set to contain data for a student to appear in State reports as “special ed”.
- **Special Ed Self Contained** – This field is used for searching (i.e. finding the special ed students). If it is set to Yes, the student’s Special Ed screens must later be set to contain data for a student to appear in State reports as “special ed”.
- **Tuition** – If tuition is paid or received for this student, choose from the drop down list.

01-Paid by another school district
 02-Paid by parents
 03-Paid by state institutions or other agencies
 04-Tuition free: child of a teaching staff member
 05-Tuition free: all other tuition free students except codes 04 and 06
 06-Paid by the state: a non-resident student attending a choice district
 07-Charter School: based on resident dist of charter school
 90-Sent out of District - Paid by us

- ***Birth City** – This is a NJ SMART required field.
- ***Birth State** – This is a NJ SMART required field.
- ***Birth Country** – This is a NJ SMART required field.
- **Birth Certificate #** - Optional.
- **Citizenship** – Not required
- **Local Immigration Code** – Not required.
- **Primary Language** – The language the student speaks (that is, the language the student is most comfortable speaking).
- ***Home Language** – The language spoken in the home.
- **US Entry Date** – This is required by NJ SMART if the student was not born in the US. It is the date the student entered the US.
- ***First Entry into a US school** – This is required for NJ SMART for students not born in the US. It is the date the student first attended a US school.

- ***Program Type Code** – State code for the type of program the student will enter next year. This is state dependent (NJ will be different from CT, etc.).
 - ***Entry code** – From NJ registration booklet. State code for the student's entry status.
 - **Previous County** – Optional
 - **Previous School** – Optional
 - ***Current School Entry Date** – First date of attendance for the student in the school they are now entering.
 - **Next School** – The school the student will attend for the next school year. This is required for pre-registration and when "next year scheduling" has been enabled for a school.
 - **Next Grade** – The grade level the student will be in the next school year. This is required for pre-registration and when "next year scheduling" has been enabled for a school.
 - **Next Homeroom** – The student's homeroom for the next school year. Optional.
 - **Next Counselor** – The student's next year guidance counselor. Optional.
5. When you have completed entering information on the Required screen, click the Next button. At this point, a consistency/completeness check is performed. If a required field has not been filled out, a message will be displayed. For example:



Before proceeding, click OK and fix the specified problem. When all required information has been entered the Contacts screen will be displayed and you can move to Step 6 below.

6. **Phase 3: Contact Information.** There are three options here:
- Contact Information was found for students who ***might*** be siblings (or otherwise related) to the new student. Contact information can then be copied into the new student's record from another student.
 - No other students were automatically located who might be siblings of the new student. However, you can use the "Family Code" search to locate siblings.
 - The new student's contact information must be entered from scratch.

The three options will be discussed in reverse order:

Option 3: The student's information must be entered from scratch. A minimum of two Contacts must be created for the new student:

- The Student's ***own*** Contact record – Every student has their own Contact record to record their own cell phone numbers and email addresses, etc. This is created first. The student's physical legal residence address must be entered into this Contact. It can later be copied to the Guardian 1 record.
- The Guardian 1 Contact record – This is the Contact record for the primary guardian parent. Guardian 1 usually identifies the mother. The key criterion for Guardian 1 is that they must live in the same residence as the student themselves.

Once those two required Contact records have been created, additional Contact records can be created, such as the Guardian 2 Contact, Emergency Contacts and "Other" Contacts (usually doctors, dentists, hospitals, other important people in the child's life).

The Contacts screen will initially appear empty. There will be locations for the Student's Phone Number(s), Email Address(es) and mailing/work and physical address(es):

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | Homebound | Summer School | Reports

<< Registration.New Student

Required | Add

"Step 2" indicates that the "Student" – the Student's own Contact – is being entered.

Search Family Code: Search

Step 2: Enter the students Legal Residence and Contact Information (⚠ The Address is required)

Student Phone Number:

Seq: Primary/Home: Type: Number: Mobile Provider: Description EB

0 ☐ Land x None/Unknown ☐ ☐

add additional phone numbers

Student Email Address:

Seq: Email: Email Description: Work: EB

0 ☐ ☐

add additional email addresses

Student Address:

#: Street Name: Apt #: Complex: City: State: ZIP: County Code: Type:

Override: ☐

New

Physical

Mailing name:

Receives Mailings For: ☐

Click here to toggle additional address fields.

Lot Code: Block Code: Rental: Rental Expiration: Seq:

Housing Type: Residency Code: Affidavit Renewal:

Save Record Save and New

Enter the Primary contact phone number for the student. This is the student's own phone # (cell usually).

Enter an Email Address for the student. This is the Student's own Email address – NOT the parent's.

Enter the student's Legal Residence address. This cannot be a P.O. Box.

Step 2: Enter the students Legal Residence and Contact Information (⚠ The Address is required)

Student Phone Number:

Seq: Primary/Home: Type: Number: Mobile Provider: Description EB

0 ☒ Mobile 908-999-8888 x AT&T Wireless ☐

add additional phone numbers

Student Email Address:

Seq: Email: Email Description: Work: EB

0 ☐ ☐

add additional email addresses

Student Address:

#: Street Name: Apt #: Complex: City: State: ZIP: County Code: Type:

2037 JACKSON ST PISCATAWAY NJ 06853-PISCATAWAY, NJ

Override: ☐

New

Physical

Mailing name:

Receives Mailings For: ☐

Mr & Mrs M

Click here to toggle additional address fields.

Lot Code: Block Code: Rental: Rental Expiration: Seq:

Housing Type: Residency Code: Affidavit Renewal:

Save Record save and New

Once the student's information has been filled in, click this to save the information.

Once the **Student's** own phone number, email address and legal address have been entered, there are two options:

- Click the **Save Record** button. This saves the student's Contact information – and **remains on the Student Contact**. You can then enter additional phone numbers, email addresses and mailing/physical addresses for the student.
- Click the **Save and New** button. This saves the Contact information – and moves on to the Guardian 1 Contact.

Once the Student's Information is complete, click the **Save and New** button. This brings up "Guardian 1":

Required	Addresses	Contacts	Family	Categories
#	Contact:	Type:	Relationship:	
1.	Ashley Brunswinder	Student	Student	

Existing Contact records – for now just the student's own – are listed here.

Step 3: Enter Guardian 1 (e.g. Mother) contact and address information (⚠ This section is required)

You are now working on Guardian 1's information: "Step 3"

Guardian 1 Name:

Prefix	First	M	Last	Suffix	Type	Relationship	Residence
					Guardian1		

Notes:

Guardian 1 Phone Number:

Seq:	Primary/Home:	Type:	Number:	Mobile Provider:	Description	EB
0	<input type="checkbox"/>	Land		None/Unknown		

add additional phone numbers

Enter Guardian 1's name and relationship info.

Guardian 1 Email Address:

Seq:	Email:	Email Description:	Work:	EB:
0			<input type="checkbox"/>	

add additional email addresses

Guardian 1 Address:

Choose an existing address below to attach to this Contact:

Or

Click here to type in additional address for this contact

The addresses you entered for the student are listed in this drop down. No re-typing.

Repeat data entry to fill in Guardian 1's information.

As soon as you have selected or entered an address (presumably the same one you entered for the student), the Guardian 1 record is automatically saved (but remains "open" for editing):

Required	Addresses	Contacts	Family	Categories
#	Contact:	Type:	Relationship:	
1.	Ashley Brunswinder	Student	Student	
2.	Alice Brunswinder	Guardian 1	Mother	

Guardian 1 Contact added.

Step 3: Enter Guardian 1 (e.g. Mother) contact and address information (⚠ This section is required)

Guardian 1 Name:

Prefix	First	M	Last	Suffix	Type	Relationship	Residence
Mrs.	Alice		Brunswinder		Guardian1	Mother	Primary

Notes:

Guardian 1 Phone Number:

Seq:	Primary/Home:	Type:	Number:	Mobile Provider:	Description	EB
0	<input type="checkbox"/>	Land	908-323-8383 x	None/Unknown	Home	

add additional phone numbers

Click to add an additional phone number.

Guardian 1 Email Address:

Seq:	Email:	Email Description:	Work:	EB:
0	aliceb@ournetwork.org		<input type="checkbox"/>	

add additional email addresses

Guardian 1 Address:

#:	Street Name:	Apt #:	Complex:	City:	State:	ZIP:	County Code:	Type:
2037	JACKSON ST			PISCATAWAY	NJ	06853-PISCATAWAY, NJ	New	Physical

Mailing name:

Mr & Mrs M Attendance: ☒ Schedules: ☒ Report Cards: ☒ Discipline: ☒ General Info: ☒

Click here to toggle additional address fields.

Choose an existing address below to attach to this Contact:

Entering Additional Contacts

Required	Addresses	Contacts	Family	Categories
#	Contact:	Type:	Relationship:	
1.	Ashley Brunswinder	Student	Student	
2.	Alice Brunswinder	Guardian 1	Mother	

Step 4: Enter additional contact information (This section is optional)

Additional Contact Name:

Prefix	First	M	Last	Suffix	Type	Relationship	Residence
					Other		

Notes:

Additional Contact Phone Number:

Seq:	Primary/Home:	Type:	Number:	Mobile Provider:	Description	EB
0	<input type="checkbox"/>	Land		None/Unknown		

add additional phone numbers

Additional Contact Email Address:

Seq:	Email:	Email Description:	Work:	EB:
0			<input type="checkbox"/>	

add additional email addresses

Additional Contact Address:

Choose an existing address below to attach to this Contact:

Or

Click here to type in additional address for this contact

Save Record Save and New

Additional Contacts can be created.

The Fields for Mailing/Physical Addresses:

The fields include:

#:	Street Name:	Apt #:	Complex:	City:	State:	ZIP:	County Code:	Type:
2037	JACKSON ST			PISCATAWAY	NJ	06853-PISCATAWAY, NJ	New	Physical

Mailing name: Receives Mailings For:

Mr & Mrs M

Click here to toggle additional address fields.

Lot Code:	Block Code:	Rental:	Rental Expiration:	Seq:
		No		0

Housing Type: Residency Code: Affidavit Renewal:

- **Street Number:** Required. House/building number on street
- **Street Name:** Required. Name of the street. If there is a street map, this will be a drop down box. If there is no street map, this will be a text field. If there is a street map – and thus a drop down box, there will also be an “Override” checkbox to allow you to enter the name of any street not currently in the street map. ☐
- **Apartment number:** Apartment number in building
- **Apartment Complex:** Name of the apartment complex, if applicable.
- **City:** required. Auto-filled in if you select a Zip Code.
- **State:** required. Auto-filled in if you select a Zip Code.
- **Zip Code:** required. Selecting the Zip code fills in the City and State fields. A [New](#) button next to the Zip Code field allows you to enter a new Zip code: 06853-PISCATAWAY, NJ [New](#)
- **County Code:** County in which student lives
- **Type** – There are three types:
 - **Physical** – A physical residence. E.g. Legal Residence home address.
 - **Mailing** – A mailing address such as a P.O. box.
 - **Work** – A work (non-resident) address for the student or a guardian.

- **Mailing Name** – Optional. If this is filled in, mailings to this address will print this “Mailing Name” as the name field. E.g. this is where “Mr. & Mrs.” Names can be entered.

Additional Address Fields:

- **Address Lot Code:** Address lot code within district, if applicable.
- **Address Block Code:** Block identifier for the address, if applicable (if District is collecting this information for busing or other reasons).
- **Renting:** yes/no flag
- **Rental expiration date:** If renting, the date the current lease expires.
- **Resident Housing Type:** Options include: Apartment dweller, Home owner, Rent/Lease home, Affidavit - lives with another family
- **Residency Code** Options include: Resident, Homeless, Tuition – non-resident, Affidavit Residency, Affidavit Support, Emancipated Minor, School pays other district - resident
- **Address Affidavit Renewal Date:** If an affidavit was supplied to document legal residence, the date the current affidavit expires.

To Add an Email Address or Phone Number**Guardian 1 Email Address:**

Seq:	Email:	Email Description:	Work:	EB:
1	mdaily@isp.com	Home	<input type="checkbox"/>	<input type="checkbox"/>

add additional email addresses

After filling in an email address or phone number, the **Save Record** button at the bottom of the screen must be clicked to store the information. Once **Save Record** has been clicked the **add additional phone numbers** or **add additional email addresses** button can be clicked to open a new phone number entry or email entry.

Student Email Address:

Seq:	Email:	Email Description:	Work:	EB:
0	bartdalles@genesistownship.org		<input type="checkbox"/>	<input type="checkbox"/>
0			<input type="checkbox"/>	<input type="checkbox"/>

add additional email addresses

To remove an email or phone #, click . To update it, change the data and click **Save Record** below.

The **add additional phone numbers** and **add additional email addresses** buttons have no effect unless **Save Record** has been clicked to save a previous email or phone record.

Email Fields

Seq:	Email:	Email Description:	Work:	EB:
0	bartdalles@genesistownship.org		<input type="checkbox"/>	<input type="checkbox"/>

- **Seq** – The sequence number that positions this email in the list of emails on the Contact
- **Email** – The email address itself
- **Email Description** - A brief description of the email (optional)
- **Work** – Check if this is a work email. If it is not checked, this is considered to be personal.
- **EB** – Check if this is to be used for Emergency Broadcasts

Phone Fields

Seq:	Primary/Home:	Type:	Number:	Mobile Provider:	Description	EB
1	<input checked="" type="checkbox"/>	Mobile	733-555-1515 x	None/Unknown	Home	<input type="checkbox"/>

- **Seq** – The sequence number that positions this phone number in the list of phone numbers
- **Primary/Home** - This flag indicates that this is the primary phone # to use for this Contact. For the Student & Guardian 1 Contacts this is the equivalent of the old Home Phone and it is required.

- **Type** – This indicates whether the phone number is a landline or a cell number, a fax or a pager and work/personal as well.
- **Number** – The phone number itself, including the extension field
- **Mobile Provider** – If this is a cell (mobile) number, to be able to use it for Emergency Broadcasts (and other text messages) the provider (e.g. Verizon, AT&T) must be entered. If no provider is entered, no messages can be sent to this number.
- **Description** – A short description of the phone number
- **EB** – Emergency Broadcast. This will have no effect unless the “mobile provider” is entered.

Option 2: Use the “Family Code” Search to Locate Siblings

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | Homebound | Summer School | Reports

« Registration.New Student.Contacts

Required | Addresses | **Contacts** | Family | Categories

You can search the Genesis database for siblings of this student. If they are found, then you can use all of the Contact information of the sibling.

Search Family Code:

Step 2: Enter the students Legal Residence and Contact Information (⚠ The Address is required)

Student Phone Number:
 Seq: Primary/Home: Type: Number: Mobile Provider: Description EB
 0 ☐ Land x None/Unknown ☐

Student Email Address:
 Seq: Email: Email Description: Work: EB:
 0 ☐ ☐

Student Address:
 #: Street Name: Apt #: Complex: City: State: ZIP: County Code: Type:

Mailing name: **Receives Mailings For:**

⊕ Click here to toggle additional address fields.

Lot Code: Block Code: Rental: Rental Expiration: Seq:

Housing Type: Residency Code: Affidavit Renewal:

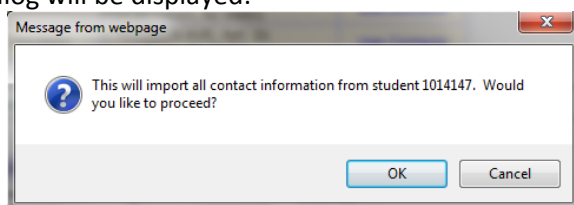
- Enter the Family Code into the Family Code field. Click Search.
- If that family code exists, a list of all students sharing the code is displayed:

⚠ Genesis has found students who may be related to this student. Click on the 'Use Contacts' link in order to automatically import the address and contact information.

ID	Name	School	Grade	Family	Legal Residence	
1014083	Daily, Brad	2002	12	DAIL0002	123 MABEL ST Cooperstown, NJ 13326	Use Contacts
1008101	Daily, Con	4011	05	DAIL0002	2 CADDY PISCATAWAY, NJ 06851	Use Contacts
504495	Daily, Ed	2002	12	DAIL0002	4 MADISON AVE, Apt. 2c Toms River, NJ 08755	Use Contacts
1008100	Daily, Hugh	4011	05	DAIL0002	2 CADDY ROAD PISCATAWAY, NJ 06851	Use Contacts
1014147	Daily, Louise	3005	07	DAIL0002	4 MADISON AVE, Apt. 2c Toms River, NJ 08755	Use Contacts

- Or - **Search Family Code:**

- Click the [Use Contacts](#) button corresponding to the student whose Contacts you wish to copy to the new student. You can only copy a single student's Contacts to the new student.
- A verification dialog will be displayed:



- Click OK to do the copy or click Cancel to choose another student. If you click OK, the selected student's Contacts are imported into the new student and displayed at the top of the Contacts screen:

#	Contact:	Type:	Relationship:		
1.	Dolores Smith	Guardian 1	Mother		
2.	Joe Smith	Guardian 2	Father		
3.	Ann Daily	Emergency	Aunt		
4.	Annie Daily	Emergency	Cousin		
5.	Jan Regularius	Student	Student		
6.	Darcy Pharmacy		Doctor		

Step 4: Enter additional contact information (This section is optional)

Additional Contact Name:

Prefix	First	M	Last	Suffix	Type	Relationship	Residence
					Other		

Notes:

Additional Contact Phone Number:

Seq:	Primary/Home:	Type:	Number:	Mobile Provider:	Description	EB
0		Land		None/Unknown		

add additional phone numbers

Additional Contact Email Address:

Seq:	Email:	Email Description:	Work:	EB:
0				

add additional email addresses

Additional Contact Address:

Figure 4 – Contacts screen with Imported Contacts listed at the top

- The list of imported Contacts appears at the top:

#	Contact:	Type:	Relationship:		
1.	Dolores Smith	Guardian 1	Mother		
2.	Joe Smith	Guardian 2	Father		
3.	Ann Daily	Emergency	Aunt		
4.	Annie Daily	Emergency	Cousin		
5.	Jan Regularius	Student	Student		
6.	Darcy Pharmacy		Doctor		

- To edit one of the imported Contacts, click on the corresponding edit icon. This will load the information for the selected Contact into the fields at the bottom of the screen.
- To delete one of the imported Contacts, click the corresponding trashcan icon. This deletes the Contact. Note that you cannot delete the Student's own Contact record.

Option 1: Siblings are automatically suggested and Contacts copied from another Student

If the list of possible siblings (or relatives) appears automatically at the top of the Contacts screen, you can simply select a student who's Contacts to copy into the new student:

Genesis has found students who may be related to this student. Click on the 'Use Contacts' link in order to automatically import the address and contact information.

ID	Name	School	Grade	Family	Legal Residence	
1009674	Daily, Bill	4011	05	4528	7 ARCH, Apt. U-11 PISCATAWAY, NJ 06850	Use Contacts
1014083	Daily, Brad	2002	12	DAIL0002	123 MABEL ST Cooperstown, NJ 13326	Use Contacts
1008101	Daily, Con	4011	05	DAIL0002	2 CADDY PISCATAWAY, NJ 06851	Use Contacts
1012097	Daily, Con	3005	07	2956	25 CHAPEL STREET PISCATAWAY, NJ 06850	Use Contacts
504495	Daily, Ed	2002	12	DAIL0002	4 MADISON AVE, Apt. 2c Toms River, NJ 08755	Use Contacts

- Or - Search Family Code: Search - Or - Open Address Search: Search

Step 2: Enter the students Legal Residence and Contact Information (The Address is required)

Student Phone Number:
Seq: Primary/Home: Type: Number: Mobile Provider: Description: EB
0 Land x None/Unknown

Student Email Address:
Seq: Email: Email Description: Work: EB
0

Student Address:
#: Street Name: Apt #: Complex: City: State: ZIP: County Code: Type:
Override: New Physical

Mailing name:
Receives Mailings For:

Click here to toggle additional address fields.
Lot Code: Block Code: Rental: Rental Expiration: Seq:
No 0

Figure 5 – The Contacts2 version of the Registration Wizard's Contacts screen – Note the upper portion listing students who could potentially be related to the student being newly registered. Contacts can be copied from existing students to the new student.

- Locate the student whose Contacts you wish to copy and click the corresponding [Use Contacts](#) button.

Genesis has found students who may be related to this student. Click on the 'Use Contacts' link in order to automatically import the address and contact information.

ID	Name	School	Grade	Family	Legal Residence	
1009674	Daily, Bill	4011	05	4528	7 ARCH, Apt. U-11 PISCATAWAY, NJ 06850	Use Contacts
1014083	Daily, Brad	2002	12	DAIL0002	123 MABEL ST Cooperstown, NJ 13326	Use Contacts
1008101	Daily, Con	4011	05	DAIL0002	2 CADDY PISCATAWAY, NJ 06851	Use Contacts
1012097	Daily, Con	3005	07	2956	25 CHAPEL STREET PISCATAWAY, NJ 06850	Use Contacts
504495	Daily, Ed	2002	12	DAIL0002	4 MADISON AVE, Apt. 2c Toms River, NJ 08755	Use Contacts

- Or - Search Family Code: Search - Or - Open Address Search: Search

- When you place your cursor over a use contacts button, the tool tip indicate that student's contacts will be copied:

1008101	Daily, Con	4011	05	DAIL0002	2 CADDY PISCATAWAY, NJ 06851	Use
---------	------------	------	----	----------	---------------------------------	-----

Use all contact information from this student

- As with Option 2 above, this causes the selected student's Contacts to be copied to the new student:

New Student Pre-Register Open Reg. Transfer In District Withdrawal From District Re-entry Homebound Summer Sc
 << Registration.New Student.Contacts >>

Required Addresses **Contacts** Family Categories

#	Contact:	Type:	Relationship:		
1.	Dolores Smith	Guardian 1	Mother		
2.	Joe Smith	Guardian 2	Father		
3.	Ann Daily	Emergency	Aunt		
4.	Annie Daily	Emergency	Cousin		
5.	Jan Regularius	Student	Student		
6.	Darcy Pharmacy		Doctor		

Imported Contacts. Click to edit a Contact.
Click to delete it.

"Step #" indicates which Contact is being edited:
"Step 2" for Student, "Step 3" for Guardian 1, "Step 4" for all others, including Guardian 2.

Step 4: Enter additional contact information (This section is optional)

Enter a new Contact

Additional Contact Name:

Prefix First M Last Suffix Type Relationship Residence

Notes:

Additional Contact Phone Number:

Seq: Primary/Home: Type: Number: Mobile Provider: Description EB

0 ☐ Land x None/Unknown ☐

add additional phone numbers

Additional Contact Email Address:

Seq: Email: Email Description: Work: EB:

0 ☐ ☐

add additional email addresses

Additional Contact Address:

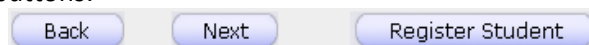
Figure 6 – Contacts screen with Imported Contacts listed at the top

- The list of imported Contacts appears at the top:

#	Contact:	Type:	Relationship:		
1.	Dolores Smith	Guardian 1	Mother		
2.	Joe Smith	Guardian 2	Father		
3.	Ann Daily	Emergency	Aunt		
4.	Annie Daily	Emergency	Cousin		
5.	Jan Regularius	Student	Student		
6.	Darcy Pharmacy		Doctor		

- To edit one of the imported Contacts, click on the corresponding edit icon. This will load the information for the selected Contact into the fields at the bottom of the screen.
- To delete one of the imported Contacts, click the corresponding trashcan icon. This deletes the Contact. Note that you cannot delete the Student's own Contact record.

- 7. Determine whether to register the student or continue:** Once you have finished with the student's Contact information, the student can be immediately registered, or you can proceed to the two optional screens. At the bottom of the Contacts screen, locate the Back, Next and "Register Student" buttons:



- Click **Back** to return to the Required screen
- Click **Next** to continue on to the Family screen
- Click **Register Student** to finish with this student's registration process and register them now. You will not have access to the Family or Categories screens for them during the registration process: you will need to open their record later to make changes.

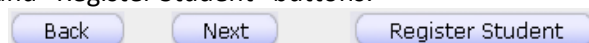
8. Phase 4: The Optional Family Screen

The Family Screen allows you to create a new Family Code for this student (an existing family code would have been looked up while working on the Contacts screen) and allows you to specify that the student has custody issues. If there is a custody issue, on this screen you will only be able to record the basics. After the student has been registered, you will be able to specify the Contact(s) with which this student has the issue(s).

 The screenshot shows the "Registration Wizard Step 4: Family" screen. At the top, there are tabs for "Required", "Addresses", "Contacts", "Family", and "Categories". Below the tabs, the "Family" tab is active. The screen displays a "Family Code" field with the value "DAIL0002", a "Search Address Search Screen" button, and a "Generate Family Code" button. Below this is the "Custody Issues" section. It includes a "Guardian" dropdown menu set to "Parent", a "Custody Issues" radio button group with "Yes" and "No" options (where "No" is selected), a "Court Order On File" radio button group with "Yes" and "No" options (where "No" is selected), a "Custody Status" text field, a "Custody Start Date" date field, a "Custody End Date" date field, and an "Additional Information" text field. A note below the date fields states: "(Individual Custody Contact Permissions cannot be set until after registration is complete.)". At the bottom of the screen are three buttons: "Back", "Next", and "Register Student".






Figure 7 – The Family/Custody Screen



- Family Code** – This will already be filled in if used on the Contacts screen. To generate a new family code, click the "Generate Family Code" button.
- Custody Issue** – Set to **Yes** if the student has a Custody Issue. On this screen you will only be able to record the basics.
- Court Order on File** – Set to Yes if there is an order on file and No otherwise.
- Custody Status** – This is a short text field for your use.
- Custody Start Date** – The date the custody status/issue/court order took effect.
- Custody End Date** – The date the court order/custody status/issue ends.
- Additional Information** – Text field to capture additional information regarding the situation.
- Once the information has been entered, at the bottom of the Family screen, locate the Back, Next and "Register Student" buttons:



- Click **Back** to return to the Contacts screen
- Click **Next** to continue on to the Categories screen
- Click **Register Student** to finish with this student's registration process and register them now. You will not have access to the Categories screens for them during the registration process: you will need to open their record later to make changes.

Editing Contacts

#	Contact:	Type:	Relationship:	
1.	Dolores Smith	Guardian 1	Mother	
2.	Joe Smith	Guardian 2	Father	
3.	Ann Daily	Emergency	Aunt	
4.	Annie Daily	Emergency	Cousin	
5.	Jan Regularius	Student	Student	

To edit a Contact, click on the  icon. This loads the Contact's details into the bottom portion of the screen. To remove a Contact, click the corresponding  icon. When a Contact (e.g. Guardian 1) is edited, the "Step #" reflects which Contact is being edited.




Step 3: Enter Guardian 1 (e.g. Mother) contact and address information (⚠ This section is required)

Guardian 1 Name:

Prefix	First	M	Last	Suffix	Type	Relationship	Residence
	Dolores		Smith		Guardian 1	Mother	


Notes: Mrs. Smith - Neighbor (Cell)

Guardian 1 Phone Number:

Seq	Primary/Home	Type	Number	Mobile Provider	Description	EB
1	<input checked="" type="checkbox"/>	Mobile	733-555-9876 x	Verizon	Home	
2	<input type="checkbox"/>	Land	908-654-3212 x	None/Unknown		
3	<input type="checkbox"/>	Work Mobile	609-777-0000 x 567	Cingular		


add additional phone numbers

Guardian 1 Email Address:

Seq	Email	Email Description	Work	EB
1	mdaily@isp.com	Home		

add additional email addresses

Guardian 1 Address:

#	Street Name	Apt #	Complex	City	State	ZIP	County Code	Type
4	MADISON AVE	Override: <input type="checkbox"/>	2c	Toms River	NJ	08755-Toms River, NJ	New 23-Middlesex	Physical 

Mailing name: Ms. Mary Daily

Receives Mailings For: Attendance: ☒ Schedules: ☒ Report Cards: ☒ Discipline: ☒ General Info: ☒

Click here to toggle additional address fields.

Click here to type in additional address for this contact.

Save Record Save and New

"Step 2" is used to indicate the "Student" Contact is being edited. "Step 3" indicates the Guardian 1 Contact is being used. "Step 4" indicates all others, including Guardians 2 to 5, Emergency Contacts and all "Other" Contacts. Click **Save Record** to save your changes. Click **Save and New** to save your changes and open a brand new Contact.

Phase 5: The Optional Categories Screen

Registration Wizard Step 5: Student Categorical Information

504 Student: ☐ Yes ☒ No

I and RS: ☐ Yes ☒ No

Gifted and Talented: ☐ Yes ☒ No

ESL/LEP Status:

Bilingual Program:

School To Work: ☐ Yes ☒ No

Military Exclusion: ☐ Yes ☒ No

AVID Student: ☐ Yes ☒ No

Academically Independent Program: ☐ Yes ☒ No

Free or Reduced Lunch:

Ability Level:

Summer School Enrollment:

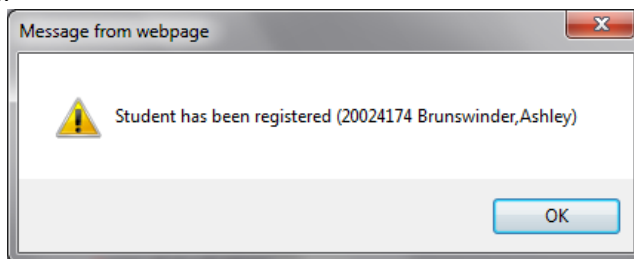
Back Register Student

Figure 8 – The Categories screen

The Categories screen allows you to set flags on the student's record to indicate various issues or status.

- i. 504 Student – The new student has a 504 status.
 - j. I and RS
 - k. AVID Student
 - l. Gifted and Talented
 - m. Academically Independent Program
 - n. ESL/LEP Status
 - o. Free or Reduced Lunch
 - p. Bilingual Program
 - q. Ability Level
 - r. School To Work
 - s. Military Exclusion
 - t. Summer School Enrollment
9. **Register the Student** – The final step is clicking the button. This button appears on the Contacts screen, the Family screen and the Categories screen. The new student can be registered once their Contact information has been added.

When is clicked, the student is added to the Genesis database and a confirmation dialog is displayed:



III. Pre-registration: Registering a New Student for the Next School Year

Preregistration vs. New Student Functions

Preregistration is essentially the exact same operation as the New Student function. The primary difference is that with Pre-Registration students are placed in a “holding tank” so that they will not enter your district officially until Summer Rollover – and that you must specify which school and grade the student will be in for the next school year.

The Pre-Registration Registration Wizard

There are four screens that comprise both the “New Student Registration Wizard” and the “Pre-Registration Wizard”:

1. The Required Data screen – This screen allows you to check to see if the student already exists in the database and forces you enter all required information for a student before proceeding.
2. The Contacts Screen – This screen requires that you enter Contact information for the new student or to import the information from an existing student.
3. The Family Screen – The optional Family screen enables you to create a Family Code for this student and to record the outline of Custody information.
4. The Categories Screen – The optional Categories screen contains a set of parameters on the student.

The New Student Registration Process

Phase 1: Previously Enrolled Check: Bring up the New Student Wizard and determine whether or not the student has ever been previously registered in your school district.

Phase 2: Required Information: Enter the remainder of the required information and move to the Contacts screen. In Genesis, students cannot be partially registered: this screen and the Contact screen ensure that you enter all information to properly register a student before the student’s information can be permanently saved. You will not be allowed to leave “Phase 2” and move off the Required screen until all necessary fields have been filled.

Phase 3: Contact Information: Fill in Contact information for the new student:

- If the student has a sibling registered in the district, copy the sibling’s information to the new student
- Enter Phone and Email information for the student themselves (i.e. the student’s own cell phone number(s) and email address(es)).
- Enter (additional) Contact information for the new student’s contacts.

Phase 4: (Optional) Family (Custody) Information – Create a brand new family code if one does not exist and record and custody issues.

Phase 5: (Optional) Categories Screen – Set various parameters for the new student.

Finish: Register the New Student (create their student record). The student is not registered until this point. The student can be registered after their Contact information has been entered – or you can continue on to the optional phases before actually registering the student.

Procedure to Pre-register a new Student for the Next School Year

1. Go to the Registration top tab.
2. Click on the Pre-Registration tab. This brings up the first page of the Pre-registration Wizard. If instead of seeing the Required screen, the following message appears, please see your system administrator:

Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | Homebound | Summer School | Reports

Registration.Pre-Register.Required

Required | Addresses | Contacts | Family | Categories

Central Middle School has not been setup with a 'Pre-Registration School' on the Setup.Schools.Modify screen.

If you are trying to register a student into a pre-registration school, then switch the school at the top of the screen to the school that the student will be attending next year and try this screen again. If you are still seeing this message, then contact your administrator.

3. Perform the "Phase 1 Student Previously Enrolled check:

Determine whether or not this student has previously been registered

Next to the "Gender" field and at the bottom of the [Registration→Pre-Registration→Required](#) screen there are buttons that allows you to check whether this student, or a student sharing this student's name, gender and birthdate, has already been registered. To perform this check do the following:

- e. Fill in the following fields:

- i. Last Name
- ii. First name
- iii. Middle name (if student has a middle name)
- iv. Birthdate
- v. Gender

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | Homebound | Summer S

Registration.New Student.Required

Required | Addresses | Contacts | Family | Categories

Registration Wizard Step 1: New Student Information

*School: 2002-Genesis High School

*Registration Date: 04/28/2011

*Student ID: Automatically Assigned

Home School: [Dropdown]

State Student ID: [Text]

Home School Reason: [Dropdown]

*First Name: Brad

Middle Name: [Text]

*Last Name: Daily

Suffix: [Dropdown]

Nick Name: Brad

Vice Principal: [Dropdown]

*Birth Date: 04/26/1994

Social Security Number: [Text]

☐ White

☐ Black

*Ethnicity: ☐ Hispanic

☐ American Indian / Alaskan

☐ Asian

☐ Hawaiian native/other Pacific Islander

High School Entry Date: [Text]

*Grade Level: [Dropdown] Session: [Dropdown]

*Gender: Male

Does Student Exist?

- f. Click the "Does Student Exist?" button next to the Gender field or at the bottom of the screen:
 - i. If a student matching this student's basic information exists, a warning will be displayed:

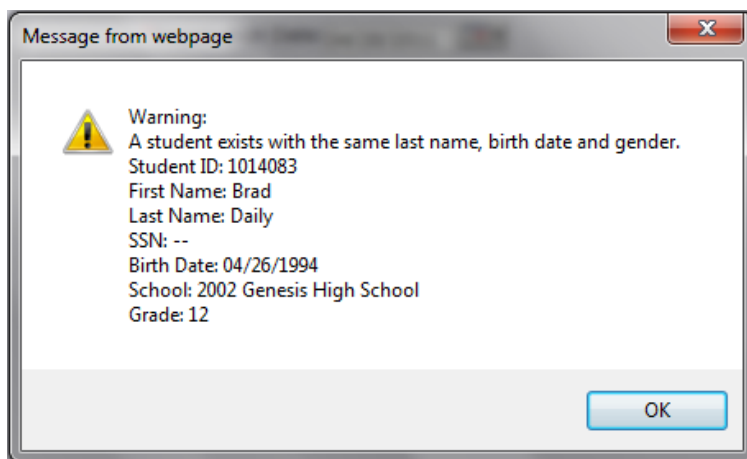


Figure 9 – “Similar student located” message

- ii. If no student matches this student’s basic information exists, the following message is displayed:

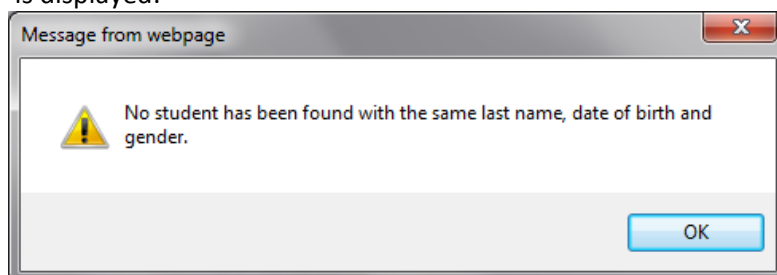


Figure 10 – “No similar student located” message


- g. Click “OK” to dismiss the message.
 - h. You must decide if you wish to continue or not. If you wish to simply re-activate the student’s previous record, use the “Re-Enter” function (See Section X below). To finish registering the new student, continue with step 5 (Phase 2) below.
4. Phase 2: Fill in the remainder of the Student’s Required Information on the **Pre-registration→Required** screen:

The screenshot shows the 'New Student Registration Wizard - Required Data' screen. The top navigation bar includes links for 'New Student', 'Pre-Register', 'Open Reg.', 'Transfer In District', 'Withdrawal From District', 'Re-entry', 'Homebound', 'Summer School', and 'Reports'. The 'Registration.New Student.Required' link is selected. The form is divided into two main sections: 'Registration Wizard Step 1: New Student Information' and 'Registration Information'. The first section contains numerous fields for student demographics, including School, Registration Date, Student ID, First Name, Last Name, Birth Date, Ethnicity, Grade Level, District, Resident County, Municipality Code, Birth City, Birth State, Birth Country, Citizenship, Primary Language, Home Language, US Entry Date, and First Entry US School. The second section contains fields for Program Type, Entry Code, Previous County, Previous District, Previous School, Next School, Next Grade, Next Counselor, and Next Homeroom. A 'Does Student Exist?' link is visible at the bottom of the form.

Figure 11 – Initial screen of the New Student Registration Wizard – Required Data

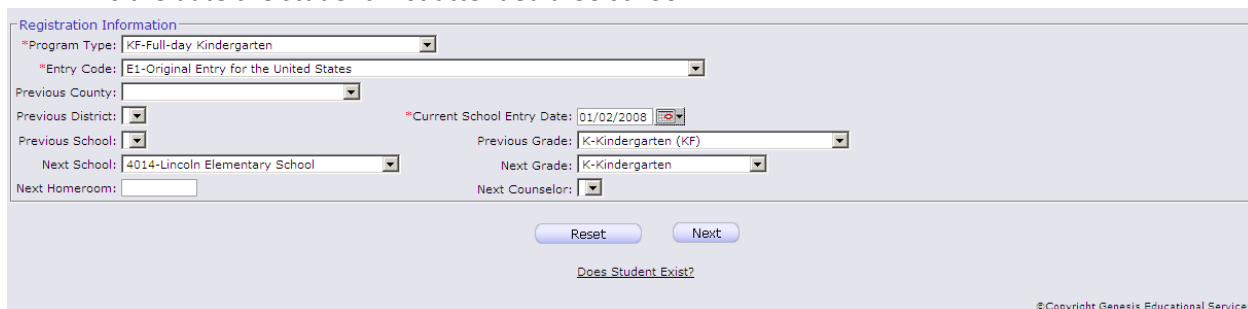
This first screen of the Wizard is the “**Required Demographic Information**” screen. The required fields on the Registration Form are identified by **red asterisks “*”**. These required fields can be set by your district and may not be fully listed here. All fields on the Required screen are listed below. The fields required by Genesis to satisfy State reporting requirements (e.g. NJ SMART) are identified by the red asterisks:

- ***School** – The school the student will be attending.
- ***Registration Date** – The date the student registered. This defaults to “today”. This has nothing to do with State reporting.
- ***Student ID** – The student’s ID number. This can be automatically generated by Genesis.
- **State Student ID** – Student’s state assigned ID number
- **Home School** – The school the student would normally attend, if they are not attending it.
- **Home School Reason** – The reason the student is not attending their Home School (if in fact they are not).
- **Student Name** –
 - ***First Name** - Required
 - ***Last Name** - Required

- **Middle Name** - Optional
- **Suffix** – E.g. Jr, II, III
- **Nickname** - Optional
- ***Birth Date** – Student’s date of birth
- ***Student’s Ethnicity(ies)** – A student can be multi-racial.
- ***Grade level** – Grade the student will be placed in.
- ***Gender** -  [Does Student Exist?](#)
- **Vice Principal** – Vice Principal this student is being assigned to.
- **Counselor** – Guidance counselor this student is being assigned to.
- **Career** – Unnecessary. This is for Vocational Schools only.
- ***High School Entry Date** – Required for high school students.
- ***Year of Graduation** – The year the student is currently expected to graduate high school. If a student is retained in a high school grade, their “year of graduation” will change, while their “Class of” will not. In most cases, “Year of Graduation” and “Class of” will be the same:
- ***Class of** – “Class of” is very important: for students currently in high school (9th grade or higher), it identifies the graduation requirements as specified by the State of NJ. Once a student enters 9th grade, their “Class of” is locked and cannot be changed.
- ***District** – Your school’s district
- ***Resident County** – The county the student resides in.
- ***Resident District** – The district the student actually resides in.
- ***Municipality Code** – The code for the municipality in which the student resides.
- **Share Time** – If a student is shared time, this is set to either Sent or Received.
- **Special Ed** – This field is used for searching (i.e. finding the special ed students). If it is set to Yes, the student’s Special Ed screens must later be set to contain data for a student to appear in State reports as “special ed”.
- **Special Ed Self Contained** – This field is used for searching (i.e. finding the special ed students). If it is set to Yes, the student’s Special Ed screens must later be set to contain data for a student to appear in State reports as “special ed”.
- **Tuition** – If tuition is paid or received for this student, choose from the drop down list.

01-Paid by another school district
 02-Paid by parents
 03-Paid by state institutions or other agencies
 04-Tuition free: child of a teaching staff member
 05-Tuition free: all other tuition free students except codes 04 and 06
 06-Paid by the state: a non-resident student attending a choice district
 07-Charter School: based on resident dist of charter school
 90-Sent out of District - Paid by us
- ***Birth City** – This is a NJ SMART required field.
- ***Birth State** – This is a NJ SMART required field.
- ***Birth Country** – This is a NJ SMART required field.
- **Birth Certificate #** - Optional.
- **Citizenship** – Not required
- **Local Immigration Code** – Not required.
- **Primary Language** – The language the student speaks (that is, the language the student is most comfortable speaking).
- ***Home Language** – The language spoken in the home.
- **US Entry Date** – This is required by NJ SMART if the student was not born in the US. It is the date the student entered the US.

- ***First Entry into a US school** – This is required for NJ SMART for students not born in the US. It is the date the student first attended a US school.



The screenshot shows a 'Registration Information' form with the following fields and values:

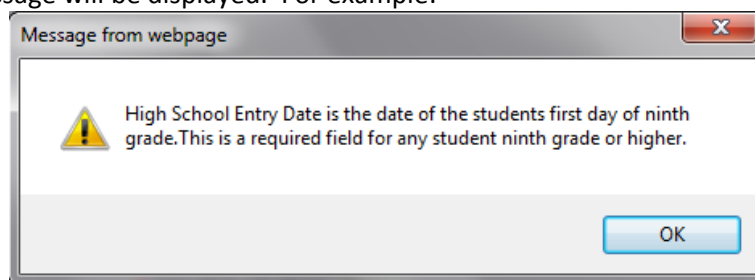
- *Program Type:** KF-Full-day Kindergarten
- *Entry Code:** E1-Original Entry for the United States
- Previous County:** (empty)
- Previous District:** (empty)
- Previous School:** (empty)
- Next School:** 4014-Lincoln Elementary School
- Next Homeroom:** (empty)
- *Current School Entry Date:** 01/02/2008
- Previous Grade:** K-Kindergarten (KF)
- Next Grade:** K-Kindergarten
- Next Counselor:** (empty)

Buttons: Reset, Next

Link: Does Student Exist?

Copyright: ©Copyright Genesis Educational Services.

- ***Program Type Code** – State code for the type of program the student will enter next year. This is state dependent (NJ will be different from CT, etc.).
 - ***Entry code** – From NJ registration booklet. State code for the student's entry status.
 - **Previous County** – Optional
 - **Previous School** – Optional
 - ***Current School Entry Date** – First date of attendance for the student in the school they are now entering.
 - ***Next School** – The school the student will attend for the next school year. This is required for pre-registration. It must be entered.
 - ***Next Grade** – The grade level the student will be in the next school year. This is required for pre-registration. It must be entered.
 - **Next Homeroom** – The student's homeroom for the next school year. Optional.
 - **Next Counselor** – The student's next year guidance counselor. Optional.
5. When you have completed entering information on the Required screen, click the Next button. At this point, a consistency/completeness check is performed. If a required field has not been filled out, a message will be displayed. For example:



Before proceeding, click OK and fix the specified problem. When all required information has been entered the Contacts screen will be displayed and you can move to Step 6 below.

6. Phase 3: Contact Information. Please continue with Step 6 of the New Student Wizard on page 9. From here on the New Student and Pre-registration functions are identical.

IV. Transferring a Student within your District

Procedure to Transfer a Student within your District

1. Go to the **Registration→Transfer in District** screen.

[illegible]

2. Enter search criteria (e.g. last name, first name or student ID) and click Search. This brings up a list of students who match the criteria you have entered:

[Student Data](#)
[Registration](#)
[Scheduling](#)
[Next Year Scheduling](#)
[Grading](#)
[Attendance](#)
[Calendar](#)
[Transcript](#)
[Setup](#)
[Next ...](#)

[New Student](#)
[Pre-Register](#)
[Open Reg.](#)
[Transfer In District](#)
[Withdrawal From District](#)
[Re-entry](#)
[Homebound](#)
[Summer School](#)
[Reports](#)

[Registration](#)
[Transfer List Students](#)

[List Students](#)

Student Search Form: Transfer

Last Name:

Schools: ...

First Name:

Student ID:

Grades:

Status:

Gender:

Special Ed Flag:

Homeroom:


Counselor:

Student List:

Vice Principal:

ESL/LEP:

ID	Last Name	First Name	School	HR	GR	Gender	Status	
1010482	Bocek	Milt	4012	05	03	M	ACTIVE	<input type="button" value="Transfer"/>
1010579	Boucher	Denis	4012	20	02	M	ACTIVE	<input type="button" value="Transfer"/>
1010596	Bowman	Bill	4012	08	03	F	ACTIVE	<input type="button" value="Transfer"/>
1010610	Bowsfield	Ted	4012	08	03	M	ACTIVE	<input type="button" value="Transfer"/>
1010615	Boyd	Ray	4012	13	03	M	ACTIVE	<input type="button" value="Transfer"/>

3. Locate the student you wish to transfer and click on the corresponding  button. This brings up the Transfer Form for this student:

List Students


Transfer Student

Transfer Student Form: 1010596 Bowman, Bill

Transfer from Jefferson Elementary School to

4012 - Jefferson Elementary School

First Day of NEW Attendance Record:



Transfer from Grade 03 to

03

PCC Transfer Code:

T1 - Transfer within the same school

PCC Entry Code:

R1 - Re-entry from within the same school


Transfer from Program Type 03 to

03 - Grade 3

Summer Transfer:

☐

Drop schedule from school 4012 for first day at new school?:

☒ Yes
 ☐ No
 

Transfer

- *** WARNING !!! - The transfer of a student may remove student records such as scheduled courses and attendance records. Please verify your data before proceeding.
- If the transfer falls outside of the school year, you must check off the Summer Transfer check box.
- If the First Day of New Attendance Record falls during the Summer, Genesis will automatically assign the Attendance Record Start Date as the First Day of School.
- The 'Drop Schedule' option only applies to transfers where the student is changing schools. If this option is set to No, then the student's schedule will not be dropped. If this option is Yes (This is the default behavior), then the schedule is queued to drop for a future transfer or it will be immediately dropped if the effective date is equal to or before today.

4. Enter the particulars of the Transfer into the Transfer Form:

Transfer Student Form: 1010596 Bowman, Bill

Transfer from Jefferson Elementary School to: 4007 - Eisenhower Elementary School

First Day of NEW Attendance Record: 05/02/2011

Transfer from Grade 03 to: 03

PCC Transfer Code: T2 - Transfer to another public school or class within the district

PCC Entry Code: R2 - Re-entry from a public school within the district

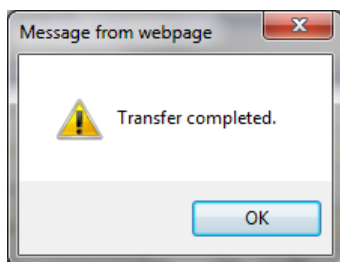
Transfer from Program Type 03 to: 03 - Grade 3

Summer Transfer: ☐

Drop schedule from school 4012 for first day at new school?: ☒ Yes ☐ No

Transfer

- **Transfer to** – Select the school the student will be attending following the transfer. It can be the same one as before (if the transfer is, for example, from grade to grade or Program Type Code to Program Type Code).
- **First Day of NEW Attendance Record** – Enter the first day the student will be in their new school or new status. This is the first day of the **new** status/situation.
- **Transfer from Grade _ to** - Specify the grade level the student will be in following the transfer.
- **PCC Transfer Code** – Select the NJ PCC Transfer code.
- **PCC Entry Code** – Select the NJ Program entry Code.
- **Transfer from Program Type to** - Select the student's new PTC code.
- **Summer Transfer** – If this transfer is taking place during Summer recess, check the Summer Transfer box. Do not check this if school is in session on the first day the of the student's new Attendance record.
- **Drop Students schedule** – If this is checked the student will be dropped from their existing course sections on the first day of the new record.

5. Click the **Transfer** button to transfer the student. The student is transferred and a confirmation dialog is displayed:

6. Click OK to finish the operation.

V. Withdrawing a Student from your District

Procedure to Withdraw a Student from your District

1. Go to the [Registration→Withdraw From District](#) screen.
2. Enter search criteria (e.g. last name, first name or student ID) and click Search. This brings up a list of students who match the criteria you have entered:

Student Data | **Registration** | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | **Withdrawal From District** | Re-entry | Homebound | Summer School | Reports

Registration.Withdrawal.List Students

List Students

Student Search Form: Withdrawal

Last Name: Schools: ...

First Name: Student ID:

Grades: Status: Active Students Only

Gender: Special Ed Flag: Homeroom:

Counselor: Student List:

Vice Principal: ESL/LEP:

ID	Last Name	First Name	School	HR	GR	Gender	Status	
2016485	Saavedra	Christopher	CMS	213	06	M	ACTIVE	<input type="button" value="Withdraw"/>
415066	Saluti	Isabella	CMS	171	07	F	ACTIVE	<input type="button" value="Withdraw"/>
700580	Samar	Jayati	CMS	129	07	F	ACTIVE	<input type="button" value="Withdraw"/>
700217	San Pietro	Solana	CMS	165	08	F	ACTIVE	<input type="button" value="Withdraw"/>
800516	Sangimino	John	CMS	204	07	M	ACTIVE	<input type="button" value="Withdraw"/>
800514	Sanin	Antonio	CMS	136	07	M	ACTIVE	<input type="button" value="Withdraw"/>
700218	Sardini	Connor	CMS	161	08	M	ACTIVE	<input type="button" value="Withdraw"/>

3. Locate the student you wish to withdraw and click on the corresponding button. This brings up the Withdrawal Form for this student.
4. Enter the date the withdrawal takes effect and the PCC Withdrawal Code:

List Students | **Withdraw Student**

Student Withdrawal Form: 800516 Sangimino, John

Withdrawal from school: CMS

First Day Student is NOT Enrolled in School: 04/28/2011

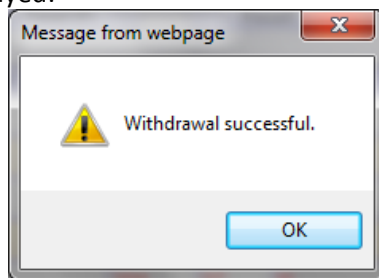
PCC Withdrawal Code: T4 - Transfer to any public school outside the district

Summer Withdrawal: ☐

*** WARNING !!! - The withdrawal of a student WILL remove student records such as scheduled courses!

● If you are Withdrawing a student outside the range of the current school year you must check off of the "Summer Withdrawal" checkbox.

5. Click the button to withdraw the student. The student is withdrawn and a confirmation dialog is displayed:



6. Click OK to finish the operation. The student continues to appear in the list of students, but now shows as INACTIVE:

Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | Homebound | Summer School | Reports

Registration | Withdrawal | List Students

List Students

Student Search Form: Withdrawal

Last Name: Schools: CMS

First Name: Student ID:

Grades: Status: Active Students Only

Gender: Special Ed Flag: Homeroom:

Counselor: Student List:

Vice Principal: ESL/LEP:

ID	Last Name	First Name	School	HR	GR	Gender	Status	
2016485	Saavedra	Christopher	CMS	213	06	M	ACTIVE	<input type="button" value="Withdraw"/>
415066	Saluti	Isabella	CMS	171	07	F	ACTIVE	<input type="button" value="Withdraw"/>
700580	Samar	Jayati	CMS	129	07	F	ACTIVE	<input type="button" value="Withdraw"/>
700217	San Pietro	Solana	CMS	165	08	F	ACTIVE	<input type="button" value="Withdraw"/>
800516	Sangimino	John	CMS	204	07	M	INACTIVE	
800514	Sanin	Antonio	CMS	136	07	M	ACTIVE	<input type="button" value="Withdraw"/>
700218	Sardini	Connor	CMS	161	08	M	ACTIVE	<input type="button" value="Withdraw"/>

VI. Re-Entering a Student who had Previously Withdrawn from your District

Procedure to Re-Enter a Student who Previously Attended a District School

1. Go to the [Registration→Re-entry](#) screen.
2. Enter search criteria (e.g. last name, first name or student ID) and click Search. This brings up a list of students who match the criteria you have entered who are currently inactive:

Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | Homebound | Summer School | Reports

<< Registration.Reentry.Search

List Students

Student Search Form: Re-Entry

Last Name: Schools: ...

First Name: Student ID:

Grades: Status: Inactive Students Only

Gender: Special Ed Flag: Homeroom:

Counselor: Student List:

Vice Principal: ESL/LEP:

Search Reset

ID	Last Name	First Name	School	HR	GR	Homebound	Status	
800516	Sangimino	John	CMS	204	07	NO	INACTIVE	Activate
800357	Styple	Kimberlee	CMS	172	07	NO	INACTIVE	Activate

3. Locate the student you wish to active (re-enter) and click on the corresponding [Activate](#) button. This brings up the Re-Entry Form for this student:

List Students | Re-Enter Student

Student Re-Entry Form: 800357 Styple, Kimberlee

School to Re-Enter Student: CMS - Central Middle School

First Day Student is to be Enrolled:

Grade to Re-Enter: 07

PCC Entry Code: R1 - Re-entry from within the same school

Program Type: 07 - Grade 7

Summer Transfer: ☐

Activate

4. Enter the date the first day the student will be enrolled (i.e. back in school). In addition, enter the school, grade, PCC code and Program Type Code. If school is out for the summer, this will be a Summer Transfer and you must check the Summer Transfer checkbox:

List Students | Re-Enter Student

Student Re-Entry Form: 800357 Styple, Kimberlee

School to Re-Enter Student: CMS - Central Middle School

First Day Student is to be Enrolled: 05/03/2011


Grade to Re-Enter: 08

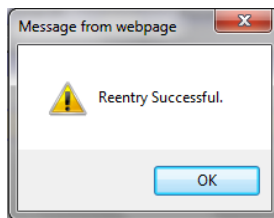
PCC Entry Code: R4 - Re-entry from another public school within the state


Program Type: 08 - Grade 8

Summer Transfer: ☐

Activate

5. Click the  button to withdraw the student. The student is re-activated and a confirmation dialog is displayed:



6. Click OK to finish the operation. The student continues to appear in the list of students, but now shows as ACTIVE and there is no corresponding  button:

Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | Homebound | Summer School | Reports

Registration, Reentry, Search

List Students

Student Search Form: Re-Entry

Last Name: Schools: CMS ...

First Name: Student ID:

Grades: Status: Inactive Students Only

Gender: Special Ed Flag: Homeroom:

Counselor: Student List:

Vice Principal: ESL/LEP:

ID	Last Name	First Name	School	HR	GR	Homebound	Status	
800516	Sangimino	John	CMS	204	07	NO	INACTIVE	<input type="button" value="Activate"/>
800357	Styple	Kimberlee	CMS		08	NO	ACTIVE	

VII. Homebound Status

A. Placing a Student on Homebound

Procedure to Place a Student on Homebound Instruction

1. Go to the [Registration→Homebound](#) screen.
2. Enter search criteria (e.g. last name, first name or student ID) and click Search. This brings up a list of students who match the criteria you have entered:

Student Data | Registration | **Scheduling** | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | **Homebound** | Summer School | Reports

Registration.Homebound.Search

List Students

Student Search Form: Homebound

Last Name: Schools: CMS ...

First Name: Student ID:

Grades: Status: Active Students Only

Gender: Special Ed Flag: Homeroom:

Counselor: Student List:

Vice Principal: ESL/LEP:

Search Reset

ID	Last Name	First Name	School	HR	GR	Homebound	Status	
2016485	Saavedra	Christopher	CMS	213	06	NO	ACTIVE	Homebound
415066	Saluti	Isabella	CMS	171	07	NO	ACTIVE	Homebound
700580	Samar	Jayati	CMS	129	07	NO	ACTIVE	Homebound
700217	San Pietro	Solana	CMS	165	08	NO	ACTIVE	Homebound
800514	Sanin	Antonio	CMS	136	07	NO	ACTIVE	Homebound
700218	Sardini	Connor	CMS	161	08	NO	ACTIVE	Homebound
516075	Saul	Gislina	CMS	221	06	NO	ACTIVE	Homebound

3. Locate the student you wish to place on Homebound and click on the corresponding [Homebound](#) button. This brings up the Place Student on Homebound Form for this student.
4. Enter the date the student will begin to be on Homebound and if the student is also changing program, select their new Program Type Code:

Student Data | Registration | **Scheduling** | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | **Homebound** | Summer School | Reports

Registration.Homebound.Homebound Student (Samar)

List Students | **Place on Homebound**

Homebound Student Form: 700580 Samar, Jayati

Place Student on Homebound.

What is the Student's First Day on Homebound:

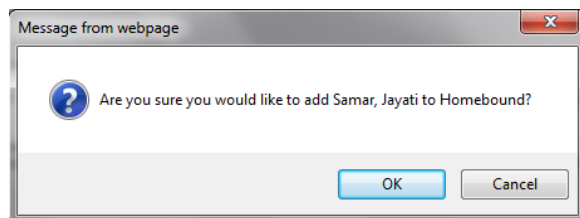
Transfer from Program Type 07 to:

[Homebound](#)

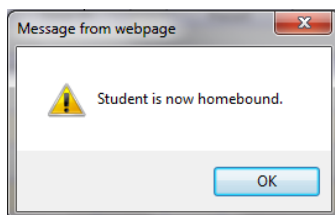
The following changes occur when a student is placed on Homebound:
By placing a student on homebound, all Daily Attendance from the student's first day on homebound until the end of school will be updated with your Default Homebound Attendance Code. A student's Class Attendance will also be updated with the Class Attendance Code that is tied to your Homebound code. If no Class Attendance Code is tied to your Default Homebound Code, then the class attendance will not be updated by Genesis.

The following changes occur when a student is removed from Homebound:
When a student is removed from Homebound, the student's Daily Attendance and Class Attendance will be automatically updated to present from the student's first day back to the last day of school.

5. Click the [Homebound](#) button to place the student on Homebound. A verification dialog is displayed:



- Click OK to continue and place the student on Homebound. Click Cancel to abandon the operation. If you click OK, the student is placed on Homebound and a confirmation dialog is displayed:



- Click OK to finish the operation. The student continues to appear in the list of students, but now shows as on Homebound and the corresponding button changes from **Homebound** (i.e. to place on Homebound) to **Remove** (i.e. to Remove from Homebound):

Student Data | Registration | **Scheduling** | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | **Homebound** | Summer School | Reports

<< Registration.Homebound.Homebound Student (Samar) >>

List Students

Student Search Form: Homebound

Last Name: s* Schools: CMS ...

First Name: Student ID:

Grades: Status: Active Students Only

Gender: Special Ed Flag: Homeroom:

Counselor: Student List:

Vice Principal: ESL/LEP:

Search Reset

ID	Last Name	First Name	School	HR	GR	Homebound	Status	
2016485	Saavedra	Christopher	CMS	213	06	NO	ACTIVE	Homebound
415066	Saluti	Isabella	CMS	171	07	NO	ACTIVE	Homebound
700580	Samar	Jayati	CMS	129	07	YES	ACTIVE	Remove
700217	San Pietro	Solana	CMS	165	08	NO	ACTIVE	Homebound
800514	Sanin	Antonio	CMS	136	07	NO	ACTIVE	Homebound

B. Remove a Student from Homebound

Procedure to Remove a Student from Homebound Instruction

- Go to the **Registration→Homebound** screen.
- Enter search criteria (e.g. last name, first name or student ID) and click Search. This brings up a list of students who match the criteria you have entered:

Student Data | Registration | **Scheduling** | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next ...

New Student | Pre-Register | Open Reg. | Transfer In District | Withdrawal From District | Re-entry | **Homebound** | Summer School | Reports

<< Registration.Homebound.Homebound Student (Samar) >>

List Students

Student Search Form: Homebound

Last Name: s* Schools: CMS ...

First Name: Student ID:

Grades: Status: Active Students Only


Gender: Special Ed Flag: Homeroom:

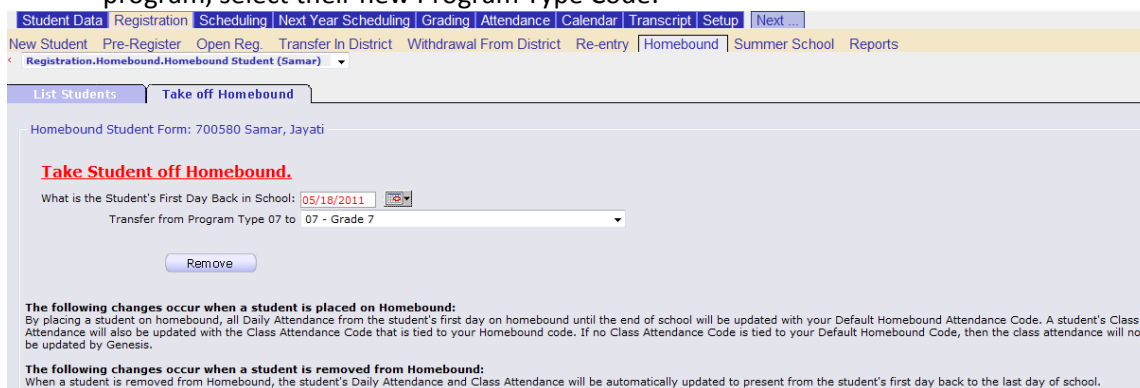
Counselor: Student List:

Vice Principal: ESL/LEP:

Search Reset

ID	Last Name	First Name	School	HR	GR	Homebound	Status	
2016485	Saavedra	Christopher	CMS	213	06	NO	ACTIVE	Homebound
415066	Saluti	Isabella	CMS	171	07	NO	ACTIVE	Homebound
700580	Samar	Jayati	CMS	129	07	YES	ACTIVE	Remove
700217	San Pietro	Solana	CMS	165	08	NO	ACTIVE	Homebound
800514	Sanin	Antonio	CMS	136	07	NO	ACTIVE	Homebound


3. Locate the student you wish to place on Homebound and click on the corresponding  button. This brings up the Take Student off Homebound Form for this student.
4. Enter the date of the student's first day back in school and if the student is also changing program, select their new Program Type Code:



Take Student off Homebound.

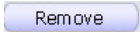
What is the Student's First Day Back in School: 05/18/2011

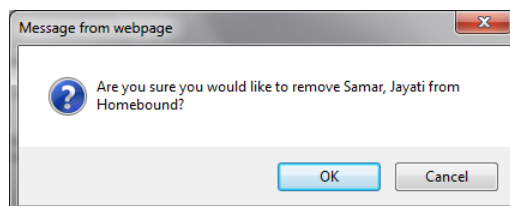
Transfer from Program Type 07 to 07 - Grade 7



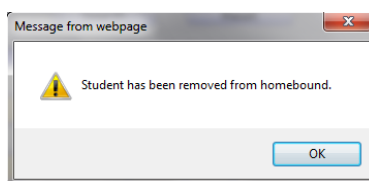
The following changes occur when a student is placed on Homebound:
By placing a student on homebound, all Daily Attendance from the student's first day on homebound until the end of school will be updated with your Default Homebound Attendance Code. A student's Class Attendance will also be updated with the Class Attendance Code that is tied to your Homebound code. If no Class Attendance Code is tied to your Default Homebound Code, then the class attendance will not be updated by Genesis.


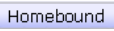
The following changes occur when a student is removed from Homebound:
When a student is removed from Homebound, the student's Daily Attendance and Class Attendance will be automatically updated to present from the student's first day back to the last day of school.

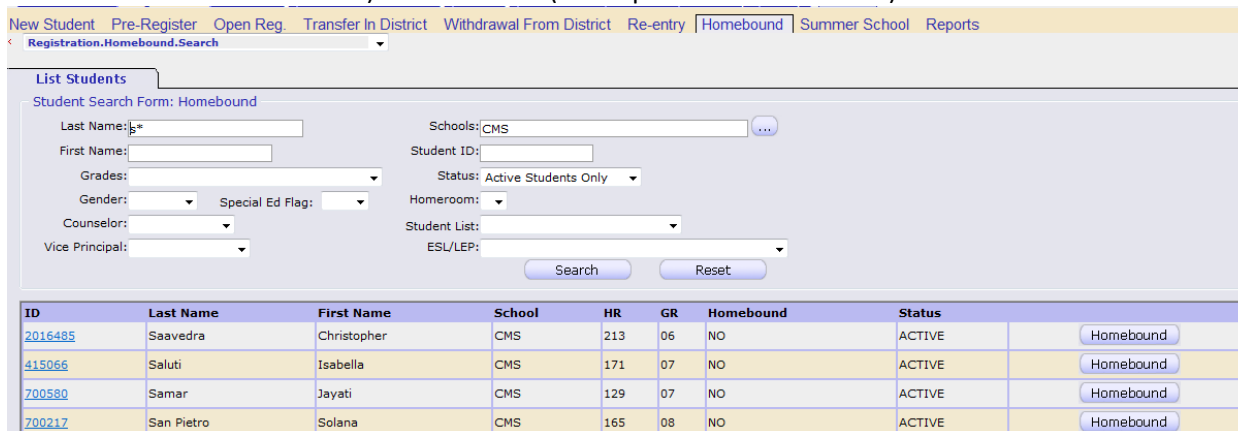
5. Click the  button to take the student off Homebound. A verification dialog is displayed:


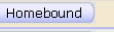
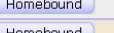


6. Click OK to continue and place the student on Homebound. Click Cancel to abandon the operation. If you click OK, the student is placed on Homebound and a confirmation dialog is displayed:



7. Click OK to finish the operation. The student continues to appear in the list of students, but now shows as on Homebound and the corresponding button changes from  (i.e. to remove from Homebound) to  (i.e. to place on Homebound):



ID	Last Name	First Name	School	HR	GR	Homebound	Status	
2016485	Saavedra	Christopher	CMS	213	06	NO	ACTIVE	
415066	Saluti	Isabella	CMS	171	07	NO	ACTIVE	
700580	Samar	Jayati	CMS	129	07	NO	ACTIVE	
700217	San Pietro	Solana	CMS	165	08	NO	ACTIVE	