



Belvidere School District

New Student Registration Checklist

Welcome to the Belvidere School District! We look forward to you and your child joining our school community. Please use this checklist as a guide when registering your child. The online registration is a pre-registration only and students will not be considered enrolled until the parent/guardian submits the required information from step 3 to the main office.

Step 1: Complete the Online Pre-Registration

Click on this link: Open Online Registration <https://genesis.genesisedu.com/belvidere/openReg>

► First: Select the picture indicated to enter the open registration system, which will take you through these steps & tabs across the top of screen): Register Students; Contacts and Addresses; Review and Submit; Logout

► In the Register Students section:

Select the school & anticipated Grade Level from the drop-down menus

Complete remaining student information then click Advance to Next Screen

► On the following screen, add requested information, then click to either Add Another Contact or Advance to Next Screen

► Review, then, if correct, click Submit Registration Information

Step 2: Make a Registration Appointment

► Use the appointment tab to make an appointment to come to the school to provide copies of the documents listed in Step 3.

Step 3: Bring the following to your appointment

- Copy of your child's Birth Certificate
- Current Immunizations list including the most recent flu shot.
- 2 Proof of Residency (i.e. driver's license, copy of lease or mortgage agreement with address, phone or cable bill, etc.)
- Transfer card from the school your child is transferring with their SID number as well as the school's fax number.
- Please print from our website: 1- the Physical Exam Form- 2 pages, and 2- the Records Release Form (if applicable) which allows our school to obtain your child's most recent report card, testing information and 504/IEP records.

Step 4: Fill out Forms & Return Physical to School

- Log into the Parent Portal (<https://parents.genesisedu.com/belvidere/parents?gohome=true>) to fill out school forms.
- Return completed Physical Exam Forms to the school office. Return Records Release Form (if applicable).