



# 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 & students will not be considered enrolled until you receive confirmation from the main office that all information has been submitted correctly.

### 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: Upload required documents.

The following documents are required to register your child. Please upload files into our online registration portal under "Documents".

- Child's Birth Certificate
- Current Immunizations
- 2 Proof of Residency (i.e. the page of your lease or mortgage agreement showing the town of Belvidere address, a copy of your driver's license, utility bills, etc.)
- Your child will also need a physical exam. Please print the Physical Exam Form - 2 pages (download on website) and have it filled out by your child's doctor. This can be returned to the school after your appointment but must be returned before your child begins school.

### Questions?

Please call Helen Godleski at (908) 475-4001 or email [hgodleski@belvideresd.org](mailto:hgodleski@belvideresd.org) for more information or if you have any questions.