Step by Step Guide to Preschool Registration

1. **Please visit our preschool registration page at www.paps.net/preschoolregistration.**

2. **You will have the option for the application to be in English or Spanish. Select the year you are registering your child for and click 'Next.'**

3. **Fill out all required information to enter the registration portal. You will also have to solve a CAPTCHA and then click 'Begin Registration':**

Infinite Campus Online Registration
English | Español

Please complete the information below to BEGIN the registration process.

Registration Year
2022-2023

Parent/Guardian First Name

🛈 First Name is required

Parent/Guardian Last Name

Parent/Guardian Email Address

user@example.com

Verify Email Address

user@example.com

Has **ANY** student being entered attended a school in Perth Amboy in the past.

Please type the letters you see displayed in the image below.

r22gk

Begin Registration

4. **You will then receive a message letting you know that an email will be sent shortly containing the link that will lead you to the official registration page.**

Infinite
Campus *Online Registration*
English | Español

Thank you for starting the Perth Amboy Public Schools Online Registration process. The email address you entered will receive an email shortly. That email will contain a link that will lead you to the official registration page. If you have any issues please feel free to email centralregistration@paps.net

5. **After you click on the link in your email, you will then reach a screen that asks you to confirm that the information that you are providing is accurate and correct to the best of your knowledge. Please enter YOUR full name in that box:**

Infinite
Campus *Online Registration*   *Application Number 26*

English | Español

Welcome First Last! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

[   ] *

Please sign on the line below.

_____

Clear

Submit

You will now reach the beginning of the registration page which will inform you of all the necessary supporting documents that are required (in digital format) for registration. For information on how to scan and upload a file in digital format, please click here. After reading through the entire

page, scroll to the bottom and click *Begin*:

Infinite Campus Online Registration

Application Number 24

English | Español

Perth Amboy Public Schools
Online Registration

Welcome to Online Registration! Before you start your application, please be sure you have all Supporting Documents ready in electronic file format (PDF or JPEG) for upload.

The child must be 3 or 4 years old on or before October 15th, 2022 to be eligible for preschool registration.

If you have any questions about online registration please feel free to email centralregistration@paps.net.

SUPPORTING DOCUMENTS

1. PROOF OF ADDRESS
As proof of student residency, please provide ONE (1) document listed in category A and TWO (2) documents listed in category B.

Category A: One (1) of the following documents must be current:

- Deed
- Current Lease (You will only need first page and signature page)
- A notarized Blue affidavit (Blue affidavit - English/Spanish) from the owner of the home.
- If residing with another family who rents a home, a notarized Yellow affidavit (Yellow affidavit - English/Spanish) from the host family and their lease needs to be provided.
- If residing with another family who are homeowners, a notarized Yellow affidavit (Yellow affidavit - English/Spanish) from the host family and their deed needs to be provided.
- If child(ren) is/are residing with someone other than the parent/guardian temporarily, a notarized Pink affidavit (Pink affidavit - English/Spanish) needs to be provided with the person's lease or deed.

*NOTE:

- Affidavits are only valid for one (1) year.
- If you submit a yellow affidavit you will also need to upload (2) documents from Category B for BOTH host and Parent.

Category B: Two (2) of the following documents that show your current address dated within the past 30 days:

- Gas, electric, cable, phone or water bill
- Payroll check/stub
- First class mail/letter from state or federal agency
- Bank statement

- Tax Bill

2. CHILD'S BIRTH CERTIFICATE (PDF or JPEG)

3. CHILD'S PHYSICAL EXAM - Click here for form (Preschool and Kindergarten ONLY)
New Jersey State Law requires children entering preschool to have CURRENT physical exams – must be dated on or after October 1st, 2021

4. CHILD'S CURRENT IMMUNIZATION RECORD (from your Doctor)
Demonstrating that the child has been immunized for: DPT (4 doses), POLIO (3 doses), HIB (1 dose – on or after 1st birthday), MMR (1 dose – on or after the 1st birthday), Varicella (on or after 1st birthday or proof of disease immunity), Pneumococcal Vaccine (PCV) (1 dose – on or after 1st birthday), Hepatitis B (3 doses).

5. PHOTO IDENTIFICATION
Parent/Guardian must provide proof of identity.

6. CUSTODY DOCUMENTATION (If applicable)
Divorced or separated parents, and guardians must provide a copy of a formal court document demonstrating child's custody.

7. RELEASE OF RECORDS - Click here for form (K-12)

*Required fields are marked with a **red** asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

*All required information must be entered before moving to the next step.

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6. The first section, *Student(s) Primary Household,* will ask for information about where the student resides. There are four subsections:

a. **Primary Phone Number**
b. **Home Address**
c. **Current Living Situation (this is where you will upload your category A and B supporting documents)**
d. **Mailing Address**

Each of these subsections are required. When you finish one subsection, click *Next* **to move on. When all four subsections are complete, you will click** *Save/Continue***.**

7. **The next section asks some demographic questions about the student's parent/guardian. If there are two parents/guardians, both must be included here. You will also need to upload proper identification for each parent/guardian. At least one phone number for each parent/guardian and email address and . You can also select what each parent/guardian can be contacted for. There are three subsections for the Parent/Guardian section:**

a. **Demographics**
b. **Contact Information**
c. **Military Employment**

Infinite Campus Online Registration

Application Number 15

* Indicates a required field

✓ Student(s) Primary Household ▼ Parent/Guardian Emergency Contact Other Household Student Completed

Parent/Guardian Name:

Add Parent/Guardian Title

Please add any Parent/Guardian including yourself in this area.

Ok

▼ Demographics

Please enter Parent/Gua...

First Name
Middle Name
Last Name
Suffix
Birth Date
Birthplace
Gender

☑ Please check this box if this person lives at the address listed below.

925 Amboy Avenue
Perth Amboy, NJ 08861

Parent Identification (Parent/Guardian must provide proof of identity)

▼ **Contact Information**

Enter your contact information below and please identify the types of messages you would like to receive.

Contact Preferences
Emergency High Priority Attendance Behavior General Food Service Teacher Private

Email   *lindtisch@paps.net   ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☐

or
Has no e-mail   ☐
Secondary Email:

At least one Phone Number is required. *

Cell Phone   (   )   -
Work Phone   (   )   -   x
Other Phone   (   )   -   x
Employer
Occupation

Description of Contact Preferences:
Emergency - Marking this checkbox will use this method of contact for emergency messages.
High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.
Attendance - Marking this checkbox will use this method of contact for attendance messages.
Behavior - Marking this checkbox will use this method of contact for behavior messages.
General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the School or District.
Food Service - Marking this checkbox will use this method of contact for food service messages.
Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
Private - Mark if number or email should be listed as private.

◄ Previous   Next ►

Online Registration - Google Chrome

perthnj.infinitecampus.org/campus/olr2/coreOLR/portal/shell.uol?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiosk=&x=olr2.coreOLR.Olr2Main-appTypeCheck&x=olr2.coreOLR.Olr2Main-applicationList&applicationGUID=B3

Infinite Campus Online Registration

Application Number 15

* Indicates a required field

✓ Student(s) Primary Household ▼ Parent/Guardian Emergency Contact Other Household Student Completed

Parent/Guardian Name: Michelle Loconte

▶ Demographics
▶ Contact Information
▼ Military Employment

Parent/Guardian in Military

◯ Yes, this individual is a member of the military.
● No, this individual is not a member of the military.

◄ Previous

Cancel   Save/Continue

8. After you have completed all three subsections for one parent/guardian, click *Save/Continue*. It will return you to the first page of the Parent/Guardian section so that you can complete the subsections for the other parent/guardian. You can do this by clicking *Add New Parent/Guardian*. If there is only one parent/guardian, click *Save/Continue*.

9. The next section is for Emergency Contacts. You are required to input information for a minimum of 2 emergency contacts and a maximum of 5. You have the opportunity to add more emergency contacts or change them as the school year progresses. Emergency contacts cannot be parents or guardians who are already listed and they must be 18 years or older. There are three subsections to fill out for each contact:
   a. Demographics
   b. Contact Information
   c. Verification- this is where you would verify the contact's address. (This is optional)

To begin adding, click *Add New Emergency Contact*. When you have finished completing the emergency contact information, click *Save/Continue*.

10. **If there are children in the household who are not currently enrolled, you will add them to the system in the section titled "Other Household". You would do this by clicking *Add New Household Member*. Here you will need to provide the unenrolled children's names, birth dates, and genders. If there are no other unenrolled children in the household, click *Save/Continue*.**

11. **The final section is for Student information. You will complete this process for one child only. To begin, click *Add New Student*. Here are the subsections for Student Information:**

a. Demographic

b. Race/Ethnicity

c. Housing

d. Student Services

    i. IEPs, 504s, Early Intervention

e. Home Language Survey

f. Dual Language Program preferences

g. Previous School (if none, can leave blank, but are required to answer whether or not the child attended a school outside of the United States).

h. Relationships: Parent/Guardians

i. Relationships: Emergency Contacts

j. Health Information: Emergency, Medical, Medical Records, and Medications

k. Release Agreement (Photo Release)

l. Parent Verification: Here you will sign your name authorizing the date you entered is accurate and true to the best of your ability.

In this section you will upload the child's birth certificate, immunization records, and physical examination form. All questions with a red asterisk * are required. When you finish each subsection, click *Next* to continue. When you have completed all subsections, click *Save/Continue*.

12. The final page is for submission. When you have completed all 5 sections, you may submit your application for registration. You will also have access to the application in a PDF format so that you can print out for your records. If you have any questions, email centralregistration@paps.net

Infinite Campus Online Registration

Application Number 15

*Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ✓ Other Household ✓ Student ▼ Completed

You must submit your application by clicking the Submit button.

Submit

PLEASE NOTE: Prior to submitting your application, you may verify all of the data you have entered by going back to the area in question or click on the PDF link below.

Your information is not submitted until you click the submit button above. You will receive an email notification that your application was received after you submit application.

Back

Application Summary PDF