



# !Guía Paso a Paso para la Inscripción Preescolar:

1. Haga clic en el enlace de registro en nuestro [página de registro](#):



2. Rellene toda la información requerida para ingresar al portal de registro. Cualquier información requerida tendrá un asterisco rojo \* junto a él. También tendrás que resolver un CAPTCHA:

Infinite Campus Online Registration

Please complete the information below to BEGIN the registration process.

Parent/Guardian First Name	<input type="text"/>
Parent/Guardian Last Name	<input type="text"/>
Registration Year	2021-2022
Parent/Guardian Email Address	<input type="text"/>
Verify Email Address	<input type="text"/>
Please check this box if any student being entered has attended a school in this district in the past	<input type="checkbox"/>
Please type the letters you see displayed in the image below	



3. Una vez que resuelvas el CAPTCHA, recibirás un número de solicitud. Por favor, anote el número de solicitud para que pueda acceder al registro en cualquier momento:

Infinite Campus Online Registration

Please complete the information below to begin registration.

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian Date of Birth (MM/DD/YYYY)

Registration Year

Email Address

Previously Attended this District.

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

52rww

52rww

Begin Registration

Note

Your application number is 15. Please write this down to assure re-entry into the registration system in case your system becomes disconnected.

Confirm

4. Luego llegará a una pantalla que le pide que confirme que la información que está proporcionando es precisa y correcta según su leal saber y entender. Ingrese SU nombre completo en ese cuadro:

Infinite Campus Online Registration

Application Number 15

Welcome [redacted] 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 authorized 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.

[Text Input Box]

Submit

5. Ahora llegará al comienzo de la página de registro que le informará de todos los documentos de respaldo necesarios que se requieren (en formato digital) para el registro. Para obtener información sobre cómo escanear y cargar un archivo en formato digital, haga clic aquí. Después de leer toda la página, desplácese hasta la parte inferior y haga clic en *Comenzar*:



## Perth Amboy 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](mailto: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)



Begin



6. La primera sección, *Hogar Principal del Estudiante(s)*, le pedirá información sobre dónde reside el estudiante. Hay cuatro subsecciones:
- Número de Teléfono Primario
  - Dirección de Casa
  - Situación de Vida Actual (aquí es donde cargará sus documentos de respaldo de categoría A y B)
  - Dirección de Envío

Cada una de estas subsecciones son obligatorias. Cuando termine una subsección, haga clic en *Siguiente* para continuar. Cuando las cuatro subsecciones estén completas, hará clic en *Guardar/Continuar*.

The screenshot shows the 'Infinite Campus Online Registration' interface. At the top right, it says 'Application Number 15'. Below the header, there is a progress bar with six steps: 'Student(s) Primary Household' (active), 'Parent/Guardian', 'Emergency Contact', 'Other Household', 'Student', and 'Completed'. Below the progress bar, there is a section for 'Primary Phone Number' with a text input field and a 'Next >' button. Below that, there are three collapsed sections: 'Home Address', 'Current Living Situation', and 'Mailing Address'. At the bottom of the form, there is a 'Save/Continue' button.

7. La siguiente sección hace algunas preguntas demográficas sobre el padre/tutor del estudiante. Si hay dos padres/tutores, ambos deben incluirse aquí. También deberá cargar la identificación adecuada de cada padre/tutor. Al menos un número de teléfono para cada padre/tutor y dirección de correo electrónico y . También puede seleccionar para qué se puede contactar a cada padre/tutor. Hay tres subsecciones para la sección Padre/Tutor:
- Demografía
  - Información del contacto
  - Empleo Militar





# Perth Amboy Public Schools | Early Childhood Program

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**

Demographics

Please enter Parent/Guardian information:

First Name  
Middle Name  
Last Name  
Suffix  
Birth Date  
Birthplace  
Gender

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

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

At least one Phone Number is required.\*

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

Email \*michloconte@paps.net

Has no e-mail

Secondary Email: \_\_\_\_\_

**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 falling grades and missing assignments.  
**Private** - Mark if number or email should be listed as private.

← Previous   Next →

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

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

← Previous

Cancel   Save/Continue



8. Una vez que haya completado las tres subsecciones para un padre/tutor, haga clic en *Guardar/Continuar*. Lo regresará a la primera página de la sección Padre/tutor para que pueda completar las subsecciones para el otro padre/tutor. Puede hacerlo haciendo clic en *Agregar Nuevo Padre/Tutor*. Si solo hay un padre/tutor, haga clic en *Guardar/Continuar*.

First Name	Last Name	Gender	Completed
Michelle	Lacoste	F	✓

9. La siguiente sección es para contactos de emergencia. Debe ingresar información para un mínimo de 2 contactos de emergencia y un máximo de 5. Tiene la oportunidad de agregar más contactos de emergencia o cambiarlos a medida que avanza el año escolar. Los contactos de emergencia no pueden ser padres o tutores que ya estén en la lista. Hay tres subsecciones para completar para cada contacto:
- Demografía
  - Información del contacto
  - Verificación: aquí es donde verificaría la dirección del contacto.

Para comenzar a agregar, haga clic en *Agregar Nuevo Contacto de Emergencia*. Cuando haya terminado de completar la información de contacto de emergencia, haga clic en *Guardar/Continuar*.



The screenshot shows the 'Emergency Contact' section of the Infinite Campus Online Registration system. It features a progress bar with steps: Students Primary Household, Parent/Guardian, Emergency Contact, Other Household, Other, and Save/Continue. The 'Emergency Contact' step is active. Below the progress bar, there is a table with columns: First Name, Last Name, Gender, and Completed. A note states: 'In all instances, if a parent/guardian cannot be contacted, please add one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts. The Emergency Contacts must be 18 or older.' A legend indicates that a yellow background means 'Indicates that person is missing required information. Select the highlighted row to continue.' and a green checkmark means 'Indicates that person is completed.' There is a button 'Add New Emergency Contact' and a 'Back' button.

The screenshot shows the 'Contact Name' section of the Infinite Campus Online Registration system. It features a progress bar with steps: Students Primary Household, Parent/Guardian, Emergency Contact, Other Household, Other, and Save/Continue. The 'Emergency Contact' step is active. Below the progress bar, there is a form titled 'Emergency Contact Information'. A note states: 'Please enter Emergency Contacts. Do not enter Parent/Guardian(s) here if already entered in Parent/Guardian Section.' The form has fields for First Name, Middle Name, Last Name, Suffix, Birth Date, and Gender. There is a 'Next' button and a 'Cancel' button.

10. Si hay niños en el hogar que no están inscritos actualmente, los agregará al sistema en la sección titulada "Otro Hogar". Haría esto haciendo clic en **Agregar Nuevo Miembro del Hogar**. Aquí deberá proporcionar los nombres, fechas de nacimiento y sexos de los niños no inscritos. Si no hay otros niños no inscritos en el hogar, haga clic en **Guardar/Continuar**.

The screenshot shows the 'Other Household' section of the Infinite Campus Online Registration system. It features a progress bar with steps: Students Primary Household, Parent/Guardian, Emergency Contact, Other Household, Other, and Save/Continue. The 'Other Household' step is active. Below the progress bar, there is a form titled 'Name:'. A note states: 'Please list all other children of the primary household not currently enrolled in school.' The form has fields for First Name, Middle Name, Last Name, Suffix, Birth Date, and Gender. There is a 'Next' button and a 'Cancel' button.

11. La sección final es para información del estudiante. Completará este proceso solo para un niño. Para comenzar, haga clic en **Agregar Nuevo Estudiante**. Hay doce subsecciones para información del estudiante:

- Raza/Etnicidad



**b. Alojamiento**

**c. Servicios Estudiantiles**

**i. IEP, 504, intervención temprana**

**d. Encuesta sobre el idioma del hogar**

**e. Preferencias del programa bilingüe**

**f. Escuela anterior (si no hay ninguna, puede dejarse en blanco, pero debe responder si el niño asistió o no a una escuela fuera de los Estados Unidos).**

**g. Relaciones: padres/tutores y contactos de emergencia**

**h. Información de salud: emergencia, médica, registros médicos y medicamentos**

**i. Acuerdos de liberación (si su hijo puede o no aparecer en el sitio web del distrito, excursiones y tecnología)**

Aquí es donde cargará el certificado de nacimiento del niño, los registros de vacunación y el formulario de examen físico. Todas las preguntas con un asterisco rojo \* son obligatorias. Cuando termine cada subsección, haga clic en **Siguiente** para continuar. Cuando haya completado las doce subsecciones, haga clic en **Guardar/Continuar**.

12. La página final es para la presentación. Cuando haya completado las 5 secciones, puede enviar su solicitud de registro. También tendrá acceso a la solicitud en formato PDF para que pueda imprimirla para sus registros.

The screenshot shows the 'Infinite Campus Online Registration' interface. At the top right, it displays 'Application Number: 15'. A progress bar at the top indicates the following steps: Student(s) Primary Household, Parent/Guardian, Emergency Contact, Other Household, Student, and Completed. A yellow highlight reads: 'You must submit your application by clicking the Submit button'. Below this is a red 'Submit' button. A 'PLEASE NOTE' section states: '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.' At the bottom, there are 'Back' and 'Application Summary PDF' links.