

Dear Parents/Guardians,

As the district continues to take precautions related to COVID-19, all in person events have been cancelled, including in person Registration for the 2020-2021 school year.

Parents registering students for **NEXT** school year should register online and pick one of the available appointment dates. You must upload in our secure registration portal the 4 required documents which includes your child's birth certificate, proof of residency (a current lease or your closing documents), any school records you have for your child, medical records and physical

If all of your records have been uploaded you will receive a phone call during your appointment date and time to complete our phone registration process. We will call you on your primary number. The registrar will email you ahead of time and let you know the number we will be calling from.

If you already registered online for **next year** and your appointment was **BEFORE** April 24th it has been canceled. You will be given an opportunity to pick a new appointment providing you have uploaded in our secure registration portal the 4 required documents which includes your child's birth certificate, proof of residency (a current lease or your closing documents), any school records you have for your child, medical records and physical. You will receive an email which will give you instructions on how to get back into the data you already submitted. You will be emailed an ID which is Guardian 1's primary email address along with a password. You should log onto the account, upload your required documents and choose a new appointment.

If you already registered online for **next year** and your appointment was **AFTER** April 24th you must access the information you have already entered and uploaded in our secure registration portal the 4 required documents which includes, your child's birth certificate, proof of residency (a current lease or your closing documents), any school records you have for your child, medical records and physical. You will receive an email which will give you instructions on how to get back into the information you already submitted. You will be given an ID which is Guardian 1's primary email address along with a password. You should log onto the account, upload your required documents. If you created an account already you can use the email and password, you set up to get back into your data to upload the required documents.

If you have recently moved to Montclair and are registering your child/children for the **CURRENT** school year, 2019-2020, you will need to complete the online application following the directions below

1. Register online and choose any future appointment date when you are asked to set up an appointment.
2. Make sure all information is filled out including all guardian names, addresses, phone numbers, email addresses, emergency contacts, and doctors.
3. During the online registration process parents should upload in our secure registration portal the following:
  1. Your child's birth certificate
  2. Proof of residency (a current lease or your closing documents)
  3. Any school records you have for your child
  4. Medical Records and Physical

4. Once completed, please email the registrar with your name, your child/children's Last name
  1. Registrar Pre-K through Grade 8: Mrs. Janice Risimini  
jrisimini@montclair.k12.nj.us
  2. Registrar Grade 9-12: Ms. Jasmine Malloy jmalloy@montclair.k12.nj.us
5. You will be contacted via email with a date and time for a phone conference to review your materials. Our registrar will let you know what number we will be calling you from.

We apologize for any inconvenience that this may have caused. Please remain healthy and safe during this time.

Department of Operations and School Support Services