Welcome to Lenape Valley Regional High School a 9-12 district!

*** Appointments are REQUIRED for Registration ***

Are you a Choice Student? If you are a family residing outside of our sending district (ie: outside of Stanhope, Byram or Netcong), you may be eligible to participate in the Choice Program. Please click here https://www.lvhs.org/Page/1 to be directed to our website. Please read through the appropriate Choice School documents and forms. You should not register until you are approved as a Choice Student.

BEFORE WE CAN REGISTER YOUR CHILD IN OUR DISTRICT, YOU NEED TO FORMALLY WITHDRAW FROM YOUR PREVIOUS DISTRICT.

PART 1 - Proof of Residency and Records Release:

Please gather the documentation below, and call the Guidance Department at 973-347-7600 to arrange a time to drop off the documents, or scan and email the documents to guidance@lvhs.org. Upon review of the documents, you will be contacted by a representative of Lenape Valley and approved to continue on to PART 2 of the registration process.

- **Release of Records required:** Print, sign, and return the release form so that official records may be solicited from your former district (see last page of packet).
- **Three Proofs of residency are required** to establish domicile within the district: Mortgage, lease or rental agreement displaying a valid address within the district AND Two or more of the following:
  - Utility bill in your name
  - Credit card bill in your name
  - Voter registration card in your name
  - Driver’s Registration card in your name
  - Vehicle registration in your name
  - Bank Account in your name
  - Federal or State Income Tax Return
  - Child Custody order placing the child within the residence
  - Property tax bill
  - Deed
  - Contract of sale
  - Landlord letters
  - Receipts or cancelled checks
  - Medical records
PART 2:

After receiving confirmation of acceptable residency in the Lenape Valley School District, please log on to our Lenape Valley online registration. Complete all fields in the system including one Emergency Contact who is a family physician. You are to provide all of the documents listed below. Parents may either upload the documents directly into the registration portal, or provide paper copies. Parents who wish to submit paper copies must call the Guidance Department to make arrangements to drop them off. Your child’s registration is not considered complete until the documents below are received:

- Formally withdraw the student from the school district he/she is leaving and request the following documents via the form on page 4. Return this “Records Request” form to guidance@lvhs.org so that can may obtain the documents directly:
  - Secure the signed sheets(s) certifying appropriate withdrawal from the school (A41)
  - Request an unofficial copy of the immunization card (A45) from the school or request a copy of the immunization records from your private physician
  - An unofficial transcript
  - Current year schedule
  - Current year grades to date
  - State testing results
  - If your child presently has an IEP or 504 please bring a copy of the plan to the meeting.
  - Copy of Child’s Birth Certificate or Passport

** Upon the completion of PART 1 and 2, please contact the Guidance Department at 973-347-7600 to set up a scheduling meeting with the Guidance Counselor.

PART 3:

**Additional Forms and Documentation:** Forms are located on our LVHS website (www.lvhs.org).


**Will you be a Shared-Time student with Sussex or Morris Vo-Tech?** You MUST initiate contact with Vo-Tech as well as LVHS. If you are shared-time, you will attend LVHS either in the morning or afternoon.
PART 4:

At this point, your child is a registered student at Lenape Valley. Please check the email account that you provided (both inbox and spam) for an email from Genesis. This will be your Genesis Parent Portal access so that you will receive information pertaining to your child’s education. Upon your initial log in, you will be required to complete the following forms in the Genesis Parent Portal prior to being able to access your child’s information:

- Over the Counter Medicine Form
- Sports Clearance Form
- Health History Update
- Chromebook Usage
- Behavioral Expectations
- Photo Release form - Identifying Information
- Children’s Internet Protection Act (CIPA)
- Military Opt-Out (Juniors and Seniors)
- Academic Eligibility
- Chronic Absenteeism
- Random Drug Testing form
- Free and Reduced Lunch Application


Within the first few days of school, your child will also receive an email from Genesis to access their Genesis Student Portal. Your child will be prompted to complete the following forms in Genesis prior to being able to access their student portal account:

- Chromebook Usage
- Behavioral Expectations
- Children’s Internet Protection Act (CIPA)

If you would like additional clarification about the registration process, please contact Cyndi Bresney at 973-347-7600 x 5120 or Dawn Stackhouse at 987-347-7600 x 5121.
Name of Last School: _______________________________________________________

Address of School: _______________________________________________________

Contact Person (former Counselor): _________________________________________

Phone # of last school: _______________ Fax # of last school: _______________

Student Name: ___________________________ Date: _______________

Dear Guidance Department,
The above student has enrolled at Lenape Valley Regional High School. Please provide the following records to Lenape Valley Regional High School as soon as possible. Please forward information to cbresney@lvhs.org or fax to 973-448-0106.

✅ NJ Transfer Card
✅ Official HS Transcript including credits earned, GPA
✅ Original A-45 Health Record
✅ Current Report Card
✅ Current year schedule (or next year schedule)
✅ Disciplinary Records (including records of suspensions and expulsions)
✅ Child Study Team records (including psychological and learning disabilities report, social histories, and in some cases, neurological and psychiatric evaluations) or 504 plan

For NJ Public School also please provide:
✅ Graduation Testing such as PARCC, ASVAB, ACT, PSAT, SAT, etc
✅ Grade 8 Proficiency Assessment Results (Individual Student Report)
✅ ELL ACCESS test, if applicable

Parent/Guardian Signature: __________________________________________