

## **PRE-K AND KINDERGATERN REGISTRATION INSTRUCTIONS**

### **A REGISTRATION APPOINTMENT IS REQUIRED FOR ALL THOSE SEEKING TO ENROLL A CHILD FOR SCHOOL IN THE DISTRICT**

To register a student for school (new or returning student), parents/legal guardians must:

- STEP ONE:** Access the on-line pre-registration link on the District's website.  
<https://www.somsd.k12.nj.us>
- STEP TWO:** Create a username and password (make a note of it for safe keeping)
- STEP THREE:** Complete the on-line pre-registration (if you have trouble please contact the vendor for assistance at 866-986-1601 ext. 7095 or [support@infosnap.com](mailto:support@infosnap.com))
- STEP FOUR:** Once complete, review and submit. You should receive "Submission Complete" message.
- STEP FIVE:** Use appointment scheduler to make your in-person registration appointment. Please make sure you schedule your appointment during the week which corresponds to the school for which your child is zoned.
- STEP SIX:** Print the health forms and have your physician complete them.
- STEP SEVEN:** You may want to print a copy of your registration packet for your records or save it as a PDF.
- STEP EIGHT:** Arrive at least 10 minutes before your scheduled appointment to complete your child's enrollment. Please bring with you immunizations, original birth certificate, proof of residency, photo id and any other relevant documents.

**All registration appointments take place in the Office of Registration, at the Board of Education, 525 Academy Street, Maplewood, NJ 07040.**

**NOTE: The Student is not required to be in attendance for the in-person appointment.**

**For language assistance or if you are unable to complete the on-line enrollment please contact the Office of Registration for a paper application or additional assistance**