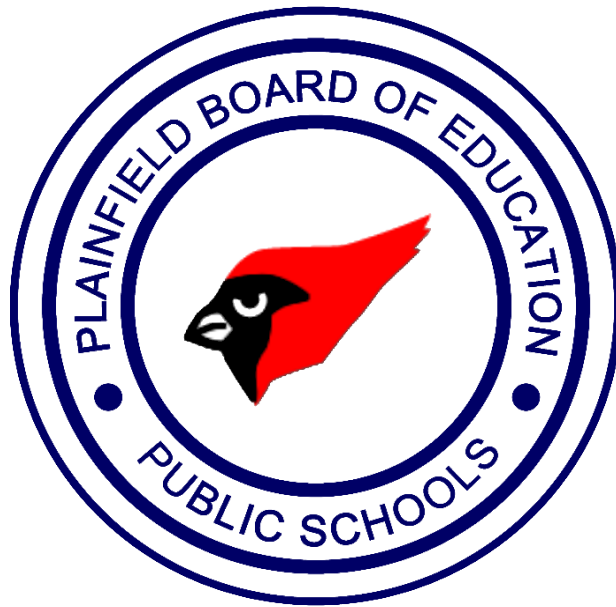


Plainfield Public Schools
One Stop Enrollment Center

June 2023



Overview

The One Stop Enrollment Center (OSEC) centralizes all student enrollment and withdrawal activities previously performed by schools. Parents can initiate and, in some instances, complete the registration process online. If the registration requires an in-person visit, supporting activities including language and academic evaluations will be performed during the visit to complete the registration.

The OSEC will simplify the enrollment and withdrawal process for parents by providing a single point of contact. The workload at neighborhood schools will be reduced. Enrollment activities will not be delayed due to school-based staff absences. These tasks will now be performed by dedicated staff in the enrollment center. Additionally, improve data quality will result by minimizing the number of people performing these tasks resulting in increased control and consistency in the process.

Students will be the ultimate beneficiaries of the OSEC. The centralized process will not only reduce the time it takes to complete enrollment, but it will also expedite the language and academic evaluations that are critical for accurate student placement, ensuring that appropriate learning and development is taking place.

WHO, WHAT, WHERE, & WHEN

One Stop Enrollment Center

The One Stop Enrollment Center (OSEC) for Plainfield Public Schools is the centralized department responsible for performing all in-district student registrations, withdrawals, intra-district transfers, and charter school enrollments.

Staffing

The OSEC is staffed by (4) Student Accounting Specialist who are responsible for providing world class customer services to families and community members who are interested in registering, withdrawing, or transferring a K-12 student in or out of Plainfield Public School District.

Location

The OSEC is located at 1200 Myrtle Avenue, Plainfield, New Jersey inside the Plainfield Board of Education offices.

Hours of Operation

The OSEC is staffed between the hours of 8:00 AM and 5:00 PM Monday through Friday. Registrations are performed Monday through Thursday between 9:00 AM and 4:00 PM. There is one late night until 6:00 PM during the week. Registration hours may be extended during the evenings and Saturdays for special events such as kindergarten mass registration.

Student Registration

Student registration is initiated online using the Genesis SIS Open Registration module. The first step for parents and guardians wishing to register their students in Plainfield Public School District is to complete an open registration record.

1. From the Plainfield District website select Registration and follow the instructions.
2. The following items are required to register a student:
 - a. An original birth certificate.
 - b. Immunization record.
 - c. A physical less than a year old.
 - d. Five (5) proving residency in Plainfield.
 - e. Parent / Guardian identification.
3. The following should be presented if available:
 - a. Most recent report card or academic record.
 - b. IEP documentation.
4. The parent must initiate an open registration using a computer, tablet, or phone and perform the following:
 - a. An account must be created using their email address. The registration cannot be submitted without this.
 - b. All required fields must be completed in the registration.
 - c. Copies of the required documents must be uploaded.
 - d. A home language survey must be completed by everyone.
5. Failure to complete any item on step #4 will prevent the registration from being submitted. Incomplete registrations can be completed later. Incomplete registrations will not be processed.
6. Student Accounting will monitor the Open Registration queue daily for fully populated registrations.
 - a. Fully populated registrations will be reviewed for completeness.
 - b. When a registration is deemed complete, it will skip to step #8.
7. If a registration is fully populated but deemed incomplete attempts to contact the parent/guardian will be made to secure any missing information.
 - a. Over the next 5 business days a Student Accounting Specialist will call and email the parent/guardian on days 1, 3, and 5.
 - b. Each date the details of the contact attempts will be documented in the note's sections of the open registration record and the status will be updated from 1st contact, 2nd contact, and ultimately 3rd contact. During the 3rd contact the parent will be notified that no further contact attempts will be made and failure to contact us within the next 5 business days will result in the deletion of their pre-registration record. They will need to start the process from the beginning.

- c. After the 3rd contact the status will be updated to 5-day hold. During this 5-business day hold if the parent does not contact the Student Accounting Department the registration record will be deleted.
8. Registrations that are deemed complete will have its status updated to “Medical Review”. The Anticipated school and grade will be updated based on the address and birthdate.
 - a. When a record is in Medical the assigned nurse will have until the end of the following business day to review the immunization and physical record.
 - b. The nurse will update the status to one of the following:
 - i. Medical Review - Cleared - The student is cleared to be registered.
 - ii. Medical Review - Cleared Conditionally – The student is cleared to be registered conditionally.
 - iii. Medical Review – Not Cleared – The student is not cleared for registration.
9. If a student is not cleared for registration the parent/guardian will be contacted with instructions on what is required for the student to be cleared.
 - a. The status will be updated to 1st contact and this process will be exited.
10. If a student is cleared, their record will be directed to the Multi-Lingual Department if dictated by the results of the Home Language Survey.
 - a. A determination on the required language evaluation and available appointment times will be set.
11. A review of submitted information will be made to determine if Special Services should be involved in the registration.
12. If Multi-Lingual and Special Services are not required and proper identification has been provided, the registration will be completed online. Notification will be sent to the home and the school.
13. If in-person is required for evaluation, assessment, identification, or other reason, the parent/guardian will be contacted to schedule an appointment with the student.
14. On the appointment date the registration will be completed. Placement will be communicated to the home and school pending results of any required evaluation or assessment.

Charter School Registration

In-District Transfer

Withdrawal