

ONE-STOP ENROLLMENT CENTER – STUDENT REGISTRATION

Task:	Review of Genesis Open Registration Queue		
Sub-process:	Student Registration		
Preceding Task:	Student in in the Pre-Registration Process of Enrollment		
Description:	Per the N.J.A.C. Section 6A:32-8.2 - School enrollment		
Responsibility:	Student Accounting Specialist (SAS)		
Frequency:	Multiple times daily	Timing:	
Process	Responsibility	Action	Timeframe
Completed Open Registration record is submitted.	Parent/Guardian	All required fields have been populated and documents have been uploaded to Genesis.	
Review Genesis Open Reg. Queue for submitted pre-reg records without a status.	Student Accounting Specialist	<p>The school is set and the status updated to <u>“Medical Review”</u> for complete records.</p> <p>The status for incomplete records is updated to <u>“1st Contact”</u>.</p>	Task is repeated throughout the day. All records submitted by 3:00 PM must be reviewed and status updated by close of business.
Attempted to “Contact” parent or guardian with update.	Student Accounting Specialist	Contact the P/G by email and phone. Update the Genesis Notes field with the details of the contact. Until contact is made the status should be updated from 1 st , to 2 nd , and finally 3 rd	Starting with the first contact, the process should be repeated every other day for a total of 5 business days or until contact is made with the parent.

		contact on the 5 th business day. After the 5 th business day, the status is updated to 5-day hold. If P/G has not contacted PBOE at the end of 5 business days, the record will be archived.	The 5-day hold last 5 business days.
Contact Established w/ P/G	Student Accounting Specialist	Provide P/G update. Set time frame for resolving outstanding issues. Update Genesis status.	This should take place within the 10 business days from time of the initial contact attempt.
Medical Review	Nurse	Please see Nurse Oversight For One-Stop	
Home Language Survey Review	Student Accounting Specialist	Determine if referral to Multilingual Dept is required based on HLS	After student is medically cleared for registration.
Schedule In-Person Appt. If required	Student Accounting Specialist and/or Multilingual Dept.	Schedule in-person appt. for registration, language assessment or other.	Only when registration cannot be completed virtually.
Complete Registration	Student Accounting Specialist	Complete registration and notify parent with welcome notice.	When registration is completed.

NURSE OVERSIGHT FOR ONE-STOP STUDENT ENROLLMENT

Task:	Review of required medical documentation for New Entrants		
Sub-process:	Student Medical Records are uploaded during the Registration Process		
Preceding Task:	Student in in the Pre-Registration Process of Enrollment		
Description:	Per the N.J.A.C. Section 6A:32-8.2 - School enrollment		
Responsibility:	Special Education Department Designated Referral Secretary and Child Study Team Member assigned to zoned school of student entrant		
Frequency:	Upon request to enroll in District	Timing:	Medical Records will be reviewed within 24 hours of request
Process	Responsibility	Action	Timeframe
Medical Record is confirmed as uploaded by enrollment specialist and placed in medical review status in the Student Portal	SIS/Enrollment Specialist	Nurse reviews the record	Upon receipt, within 24 hours (1 school day) of request)
Nurse marks student as: 1. Cleared 2. Conditionally Cleared 3. Not Cleared In the enrollment portal	School Assigned Nurse	Nurse clears student or indicates what further documentation is needed in Notes section of the GENESIS Enrollment Portal	Upon receipt, within 24 hours (1 school day) of request)
Enrollment Specialist acts on Nurse recommendation and contacts the parent according to the identified need.	Enrollment Specialist	For Not Cleared, Nurse reviews updated documents as they are placed into the enrollment portal. For Conditionally Cleared, Nurse assumes follow-up on	For updated information: Upon receipt, within 24 hours (1 school day of request) For conditional cleared: Building nurse will

		enrollment into the school building	
<p>New Jersey Administrative Code (N.J.A.C. 8:57-4): Minimum Requirements: https://nj.gov/health/cd/documents/imm_requirements/k12_parents.pdf</p> <p>Please reference the administrative rules for more details https://www.nj.gov/health/cd/imm_requirements/acode/</p>			

*During regular school days, nurses will make two reviews of enrollment portal each day at a specified process and validate the medical records as needed—registrations will no longer happen in real time. A daily report will be emailed to all nurses listing all Medical Review records by school.