

River Dell Regional School District

We are pleased to offer you a convenient, easy-to-navigate registration process.

Simply follow this three-step

REGISTRATION GUIDE!

#1 - Prepare

FORMS – PRINT, FILL OUT AND SCAN

- ***PLEASE NOTE:*** *You will be asked to scan and save forms and documents. Please save each individually, with the name of what it is, since they will each be uploaded separately.*
- Please click on this link to obtain important information and forms: [FORMS](#)
- You will be prompted to UPLOAD forms as you navigate the registration screens; therefore, we recommend that you fill out, scan, and save the following forms to your computer, as applicable, *before* beginning # 2 below.
 - Affidavit of Residency (*must be notarized*)
 - Student Records Release (*ONLY if student did NOT attend school in Oradell or River Edge*)
 - NJSIAA Transfer Form – (*FOR GRADES 9-12 ONLY*)

STUDENT/RESIDENCY DOCUMENTS – GATHER AND SCAN

- We also recommend that you gather, scan, and save the following documents so they will be ready to UPLOAD when prompted, *before* beginning # 2:
 - Student's birth certificate
 - Parent/Guardian's photo ID (*valid driver's license or current passport*)
 - Residency: - Recorded deed **AND** current property tax bill/statement **OR**
 - Executed lease agreement (*please only upload pages listing the following: Tenant's name, property address, start/end dates, and signature pages*)
 - 1st page only of current utility bill, telephone bill, **OR** bank statement.
 - If applicable – copy of Court-Ordered Child Custody Agreement.
 - If transferring from a school outside of Oradell/River Edge, please provide the following Academic Records:
 - **Entering 7th – 9th grades:** copy of most recent report card and state test scores.
 - **Entering 10th – 12th grades:** copy of most recent transcript and class schedule.

#2 - Enter Information

REMINDER – If you haven't done so already, you will want to complete # 1 before proceeding.

- As you navigate the site, you will automatically be guided to each section where you will ENTER information and UPLOAD forms and documents.
- Click here to begin: [ONLINE REGISTRATION PAGE](#)

#3 - Submit and Mail

SUBMIT REGISTRATION – Part A

- You will automatically be directed to the **REVIEW AND SUBMIT** screen, (*where you will have the opportunity to review each section of the registration screens you filled out and make updates*).
- On the last screen, you will be prompted to:
 - Add your email address – a confirmation email will be sent to you from Help.Register@riverdell.org.
 - Create a login and password that will be **specific to this registration only**. This will enable you to revisit your registration information without having to start over.
 - **IMPORTANT!** You must click **SUBMIT REGISTRATION INFORMATION** to finalize the registration.

#3 - Submit and Mail - Cont'd.

MAIL MEDICAL FORMS – Part B

- State of New Jersey Preparticipation Physical Evaluation (four pages) *most current regardless of date*
- Immunization records (*printout from physician's office*)
- Student Health History By Parent form
- Additional health forms, (*if applicable*)

Original Forms Must be mailed or delivered by April 26, 2024 as follows:

GRADES 7 – 8

River Dell Middle School
Attn: Mrs. Puleo
230 Woodland Avenue
River Edge, NJ 07661

GRADES 9 – 12

River Dell Regional High School
Attn: Mrs. Van Wettering
55 Pyle Street
Oradell, NJ 07649

HELPFUL FAQs:

STUDENTS:

- If parents/guardians live at two separate addresses, the primary parent/guardian living in the district should register the student. Contact information for both parents/guardians should be added when prompted.
- To register more than one student, you will be prompted to “add another student” after adding the first student.
- DO NOT REGISTER ONLINE if the student will be returning to the River Dell District. You must send an email to Registrar@riverdell.org for further information.

RESIDENCY:

- Residency – if you are not the owner of the property **OR** the tenant of record on a lease, but reside with someone who is, please email Registrar@riverdell.org for further information.

THE REGISTRATION PROCESS:

- **VERY IMPORTANT!** The online registration process **REQUIRES** the use of a **COMPUTER** to be fully functional. **Registrations completed with a cell phone will NOT be accepted.**
- You may complete this form in a language other than English. To select another language, on the **REGISTER STUDENTS** page, click the drop down in the upper right corner of the computer screen **SELECT LANGUAGE.**

HOW TO MAKE CORRECTIONS:

- If you would like to make a change after you finalize your student's registration and are unable to access your student's records, please contact the Registrar at Registrar@riverdell.org.

QUESTIONS:

- **Technical Questions** – if you experience technical difficulties with uploading documents, etc., please contact our Technical Department at Help.Register@riverdell.org.
- **Registration Questions** – If you have questions pertaining to information you must provide, please email our Registrar at Registrar@riverdell.org.