

# Pascack Valley Regional High School District

Montvale



Woodcliff Lake



River Vale



Hillsdale



Dear Parents of Incoming Freshmen,

Welcome to the Pascack Valley Regional High School District! We are most excited to welcome our incoming freshmen and look forward to the day when we meet the Class of 2025!

Prior to your student entering the PVRHSD, there are two important documents that need to be completed - the Registration Form and the Course Selection Sheet. Due to COVID-19, we have transitioned these required documents from paper to online. Please read the instructions below on how to access and complete the Registration Form and the Course Selection Sheet. Thank you.

## Registration Form

The registration form includes three steps: Register Students, Contacts and Addresses, and a Review and Submit section. While many fields are required, we ask families to complete as much information as possible.

A [\*screencast\*](#) has been created to guide you through the completion of the registration form.

To begin the registration process, visit: <https://parents.pascack.org/genesis/openReg> and select the specified image on the screen.

**Note:** If you need to view the registration in another language, click “Select language” in the top right corner.

### Register Students

1. Click “Add student” and enter student information as requested.
2. Review answers and click Save Student when finished. **Two important notes:**
  - a. After saving, the “Status” next to your student **must** say “Completed”. If it says “Missing Fields”, click on “Modify student” to fill in the missing information.
  - b. If you have more than one child registering for 9th grade, click “Add another student” and repeat the above steps.
3. When all students are added, click “Advance to the next screen”.

### Contacts and Addresses

1. Click “Add primary Address and primary Parent/Guardian”. Review, and add additional Guardian/Residence if applicable.
2. Add at least one emergency contact.
3. Under “Other Contacts” please include your child’s doctor and dentist contact information.
4. Once filled out, click “Advance to next screen”.

#### Review and Submit

1. Review and make any necessary edits before clicking “Submit registration information”.
2. Enter your email address for confirmation, and hit “Submit”.
3. Once submitted, you may logout and are finished with the registration form. Thank you!

### Course Selection Sheet

Please know all incoming students will automatically be enrolled in English, math, science, world history, PE, world language and an elective. The course selection sheet requires students to identify their intended world language and an elective for the freshman year.

In November 2020, due to the pandemic, the district hosted an online “8th Grade Orientation Night” for students and parents who will be joining our district next year. If you missed the presentation or wish to view it again prior to making your course selections, the video may be [viewed here](#) on the district website. You may also view the Program of Studies that list all our courses [here](#).

In completing the course selection sheet, please be sure to read all instructions on each page and review your answers before submitting. Only one form per child should be submitted. For questions regarding freshman year courses or electives, please email [lquestions@pascack.org](mailto:lquestions@pascack.org).

To complete the form for Pascack Valley High School, click here:

<https://www.surveymonkey.com/r/PVHSCourses>

*A [screencast](#) has been created to guide you through the completion of the PVHS subject selection sheet.*

To complete the form for Pascack Hills High School, click here:

<https://www.surveymonkey.com/r/PHHSCourses>

*A [screencast](#) has been created to guide you through the completion of the PHHS subject selection sheet.*

We ask that both the Registration Form and Course Selection Sheet be completed by **Friday, January 15**. Thank you for taking these initial steps with us, and again, welcome to the PVRHSD!

Sincerely,

Sean Struncis, Ed.D

District Supervisor of School Counseling