

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 2027!

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. 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. Many fields are required and we ask families to complete as much information as possible.

A [screencast](#) has been created to guide you through the completion of a sample 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 physician 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 you are now finished with the registration form.

Course Selection Sheet

Please know all incoming students will be enrolled in English, math, science, world history, physical education/health, world language and an elective(s). Please note an elective option includes the ‘Pascack Period’ where students may utilize that time for extra help or to complete assignments. The course selection sheet requires students to identify their intended world language and electives for the freshman year.

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. You may also view the Program of Studies that lists all our courses [here](#).

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

- [Pascack Valley Course Selection](#)

This [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 the link below:

- [Pascack Hills Course Selection](#)

This [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 20, 2023**. 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