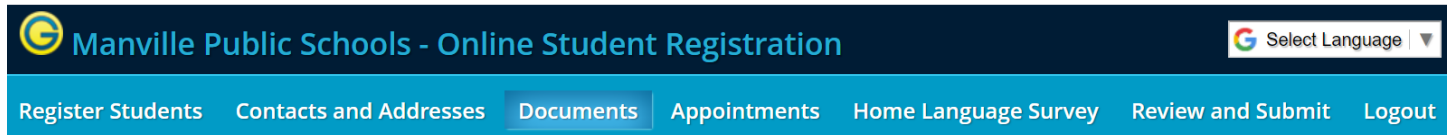
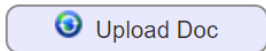


How-To Upload Documents in Online Student Registration

After completing the following tabs, [Register Students](#) and [Contacts and Addresses](#), the Documents tab will be available for each student. A description of each document needed for registration, along with forms, is available on the [Manville School District Student Registration Website](#).

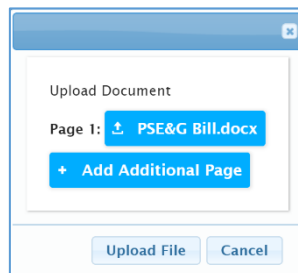
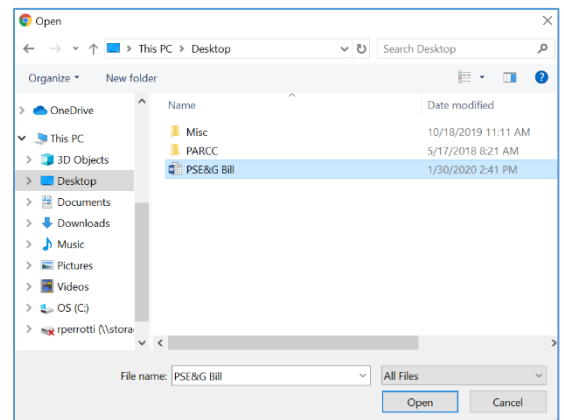
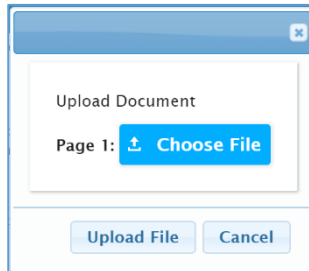


- Click on “Upload Doc” next to the desired Document.



DOCUMENTS			
DESCRIPTION	REQUIRED		
Proof of Manville Property Ownership, Tenancy or Residency: Property tax bills, deeds, contracts of sale, leases (must include ALL tenants), mortgages, notarized letter from landlords (must include ALL tenants), and other evidence of property ownership, tenancy or residency	No		No Document
Two Proofs of Personal Attachment to Manville Property Location: Voter registrations, licenses, permits, financial account information, delivery receipts, and other evidence of personal attachment to a particular location; Current bills (i.e. utility bills, PSE&G, Water, cell phone bill, credit card bills, bank statements; NJ Vehicle Registration; Valid NJ Driver's License; etc.)	No		No Document
Child's proof of age (e.g., Original birth certificate)	No		No Document
Health/Physical Forms: New Students are required to have a physical examination upon entry to the Manville School District. This exam must be done no more that 365 days prior to entering school. Please see our residency website for additional details and copies of the form.	No		No Document
Immunization Records: Immunizations are to be documented and complete as per Chapter 14 of the NJ State Sanitary Code. Please see our registration website for additional information.	No		No Document

- A popup window will appear, “Upload Document”
- Click on “Choose File”
- A window will appear allowing you to navigate through your documents to find the document you wish to upload.
- Click on the document and select “Open.”
- After uploading the first page, you will have the option to add an additional page, if necessary. Once all pages are added, select “Upload File”



- Once completed the document will be listed as “Successfully Uploaded”.
- If you need to correct an upload, you can “Remove Doc” and reupload.

