



User Manual
for
Student Application 2022-2023



Bergen County Technical High School, Paramus

When you register, you must provide a personal email address that you are responsible for checking throughout the application process (December – June). We will communicate with you through this one email address only.

To ensure that you will receive all our communication in a timely manner and that this communication is not blocked by a firewall, we require that you DO NOT use a school email address or a business email address. You must provide one personal email address that you plan to check regularly. Add support@schoolrecs.com and noreplyregistration@powerschool.com to your email contacts to ensure that all messages will make it through any email filters that you may have.

Once you submit your application, no information on the application can be edited including the email address.

Before you begin your application, please note the following:

- Primary residence must be in Bergen County by September 1, 2022. If accepted, you must be registered in your town's school district regardless of the middle school you attend.
- Only 8th and 9th grade students can apply.
- If accepted, students will begin 9th and 10th grade in September 2023 and graduate in 2026 or 2027.
- The online application deadline for Paramus only is extended to January 15, 2023.

You must have a personal email account (example username@gmail.com) to proceed. Add support@schoolrecs.com and noreplyregistration @ powerschool .com to your email contacts to ensure that all messages will make it through any email filters that you may have.

User Registration for Admissions Process

When you first register, you must provide a personal email address that you are responsible for checking throughout the application process (December-June). We will communicate with you through this one email address only.

To ensure that you will receive all of our communication in a timely manner and that this communication is not blocked by a firewall, we require that you do not use a school email address or a business email address. You must provide one personal email address that you plan to check regularly.

Add support@schoolrecs.com and noreplyregistration@powerschool.com to your email contacts to ensure that all messages will make it through any email filters that you may have.

For easy reference, record your Username, Password, and personal Google email address here:

User Name: _____

Password: _____

Email Address: _____

Sections for Completing and Submitting the Online Application

Welcome to the application process for Bergen County Technical High School, Paramus. Below is a summary of the eight sections in our NEW online application. All sections must be completed by the application deadline January 15th, 2023 in order for your application to be considered. If you have any questions during this process, please email PHSadmissions@bergen.org

Suggestions for completing the application successfully:

- A. One personal email address that you use on a regular basis
- B. Know your school choice and programs that you are interested in applying to
- C. Go into the online application and familiarize yourself with the required information and documents you will need to upload to complete your application in a timely manner before the deadline.
- D. A current head shot of the applicant (no mask) and a photo of the current school ID
- E. Proof of residency documents: property tax bill or a current PSE&G invoice and parent/guardian driver's license. The property tax bill and the PSE&G invoice must be in the name of one of the parents/ guardians. If not, please upload a note to clarify/ explain discrepancy.
- F. Copy of birth certificate or family census register
- G. Copy of applicant's social security card or tax I.D. number (showing last 4 digits only) or a piece of paper with the last 4 digits of the social security number listed
- H. Full names and email addresses of your Counselor/Supervisor and teachers of 8th or 9th grade English and Math. A Science recommendation is **not** required for Paramus.

Applicant: Enter your Username/Password. Enter all your personal information.

- 2 **Ethnic/Citizenship Information:** Complete as required.
- 3 **Family:** Enter information about your parents/guardians.
- 4 **Language Questionnaire:** Enter information on applicant's language
- 5 **Schooling Information:** Enter information about middle school (5th, 6th, 7th, 8th, or 9th grades)

6 Document Upload:

Student Photo: Upload one head shot (jpg only; 2MB recommended) of the student. The photo should be passport size 2"x 2", preferably in a light background. No masks please. The photo will be used as identification for Admissions test proctoring and interview purposes only.

Other documents to be uploaded: a) Proof of residency documents: property tax bill or a current PSE&G invoice and parent/guardian driver's license. The property tax bill and the PSE&G invoice must be in the name of one of the parents. If not, please upload a note to clarify/ explain discrepancy, b) Copy of birth certificate or family census register, c) Social Security card, Tax I.D, or partial social security number on a piece of paper. All should only show the last four digits only.

7 Electronic Signature (and Verification)

Signature of parent / guardian. Please take the time to verify that all sections are completed accurately before submitting the application. Once you submit the application, you will not be able to make any corrections.

Recommendations, Transcripts, Case Manager Forms for Testing Accommodations

After you have submitted the application, you will be able to request recommendations, transcript and testing accommodations (if necessary) from your school.

Application 2022-2023 Applicant's Name

Next Steps

Thank you for applying to Bergen County Technical Schools District!

- 1. Print a copy for your records**
Your Application has been successfully submitted to Bergen County Technical Schools District. Optionally, you may click this [Application](#) link to print a copy for your records.
Now that you've submitted your Application you must contact the school to make any adjustments.
- 2. Complete the Recommendations Request, Transcript and Case Manager Forms.**
It is the responsibility of the applicant to forward the middle school transcript form to the school counselor/administrator and to forward the recommendation forms to the appropriate teachers.

The screenshot shows the 'Request Recommendations' page on schoolrecs.com. The user is logged in as Judith. The page has a blue header with the site logo and navigation links. The main content area is titled 'Request Recommendations' and contains a 'Choose a Family Member' section. This section has a sub-header 'Choose a Family Member' and two instructions: 'To request recommendations for an existing family member, click the name of the family member.' and 'To request recommendations for a new family member, enter the family member's information and click the Add Family Member button.' Below these instructions are input fields for 'First Name', 'Last Name', and 'Date of Birth' (with a note to enter as 'mm/dd/yyyy'), and an 'Add Family Member' button. A red box highlights the name 'Applicant's Name' in the list of family members. An arrow points from the text 'Click on the applicant's name; you will now be able to request recommendations.' to this red box. Another arrow points from the text 'Disregard' to the 'Add Family Member' button.

Click on the applicant's name; you will now be able to request recommendations.

Enter reference names and their email addresses: List the names of English and Math teachers who will be writing your recommendations. English and Math teachers should have taught you in 8th grade or highschool.

Sample Recommendation/Transcript/Case Manager Form

schoolrecs.com
Making recommendations a snap

Welcome Judith | My Account | Recommendation Center | Save & Log Out

Bergen County Vocational Tech School District / Math Recommendation [Redacted]

Recommendation Request: **Text Mode Enabled** [Submit]

Please review and complete the following information. Once you are satisfied, click the **Submit** button to submit the request.
Note: The information you enter on this page will be automatically saved if you click the **Recommendation Center** link or the **Save & Log Out** link at the top of the page. If you are not ready to submit, but want your information saved, just click one of these options.

Due Date
The deadline for this recommendation request is 1/6/2023. If you have been provided with a different deadline, enter the date below.
* Due Date: [1/6/2023]

Request From

Name: [Redacted] [Applicant's name will appear here]

Photo (Optional): [NO PHOTO UPLOADED] [Student must upload photo here.]
Upload Photo... | Delete

Request to Recommender

Enter the information for the recommender below. **It is very important that you use the recommender's official school or business email address. We use this email address for all communication with the recommender, including the invitation to complete your request.**

* Recommender's First Name: []
* Recommender's Last Name: []
* Recommender's School / Organization: []
* Recommender's Email Address: []
* Re-enter Recommender's Email Address: []

You may include a message to the recommender here. This message will be included in the invitation email sent to the recommender and will also be available to the recommender during the completion of your request.

Message to recommender: [] [Student must enter the name of the school and program that they are applying to.]

Additional Information (Optional)

Please provide any additional information in the text box below to assist your recommender in writing a personalized recommendation. This additional information can include topics such as extracurricular activities, honors awarded, noteworthy projects, favorite classes, volunteer activities, hobbies, special skills, or academic interests. Providing this information is optional.

NOTE: When you complete this information once for an applicant, it can be reused many times for additional recommendation requests for this applicant.

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Waivers and Permissions

My child has permission to apply to the Bergen County Technical Schools. I understand that recommendations and records submitted for him / her are confidential and will be used for the Admissions process only. I give permission for my child's school to release the records requested below. If he / she has and IEP or 504 plan, I will contact his / her Child Study Team so they may send the appropriate documents for Admissions Testing accommodations.)

Signatures

Please Note:

All school transcripts and recommendation forms should be sent to the school as soon as possible so that your school can submit the school forms to us by February 1, 2023. Once you have entered your information regarding your recommendations and school transcript on Schoolrecs.com, you will receive regular emails from Schoolrecs.com indicating whether your counselor and teachers have received your forms. Additionally, you may see the status of your forms through Schoolrecs.com. Please contact your counselor/ teachers/ case manager **ONCE (1 time)** to advise them that they will be receiving email invitations regarding your school forms. As needed, the Admissions department will work with your schools to receive all documents required to complete your application. Your counselor and teachers are aware of our deadlines and are in communication with the Admissions departments. There is no need for families to repeatedly contact their middle school to inquire about the status of your forms.

Thank you for your cooperation!