

Parent

Portal

User

Manual

GENESIS STUDENT INFORMATION SYSTEM

PARENT PORTAL

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Introduction

The Genesis Parent/Student Portal tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you *may* have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards
- Your child or children's daily attendance record and possibly class attendance records (if your child's school uses class attendance).
- Teacher Gradebook assignments and assignment grades for your child or children.
- Your child or children's course requests or possibly their schedule for the next school year.
- Your child's standardized test scores (e.g. NJ ASK)
- Your child or children's discipline records
- Letters sent to you regarding your child:
 - General Purpose letters
 - Attendance Letters
 - Discipline Letters
 - Scheduling Letters
 - Fines/Fees Letters
- Documents that have been uploaded for your students.
- Online questionnaires or forms.

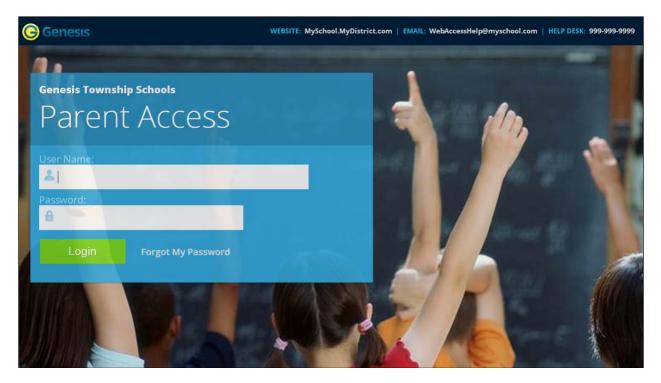
The rest of this manual will guide you through all of the screens which may be available to you and how to use them.

Please be aware that you may not see every screen for every one of your students (if you have more than one student in the school district).

Your local school or district chooses which screens are available to you.

Screens may not be displayed if they do not apply to your student.

Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

- 1. Go to the Parent Portal URL supplied with your district welcome packet.
- 2. Enter your Email Address in the 'Username' field
- 3. Enter your Parent Portal password in the 'Password' field.
- 4. Click the 'Login' button

Logging In for the First Time

The very first time you login you will be required to change your password.

What if I forget my password?

Right next to the Login button, you can find a "Forgot My Password" link:



If you forget your password, click the Forgot My Password link, if it is present.

If it is not there, you must contact your school or district office.

The information may appear on the screen where you see the fake information on the example screen above:

WEBSITE: MySchool.MyDistrict.com | EMAIL: WebAccessHelp@myschool.com | HELP DESK: 999-999-9999

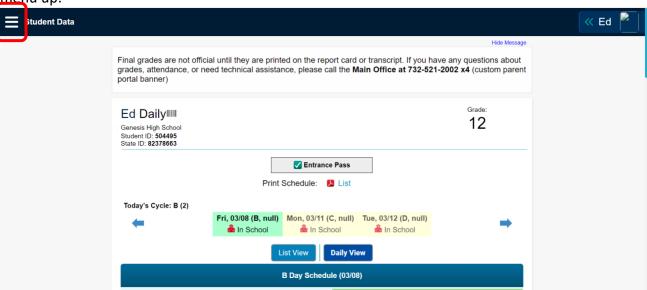
If that information is not there, you should have received information on where to call with your district packet. You will be given a new randomly generated password. The new password might even be mailed to your email account. The first time you login with your new password, you will be required to change it.

Logging Out

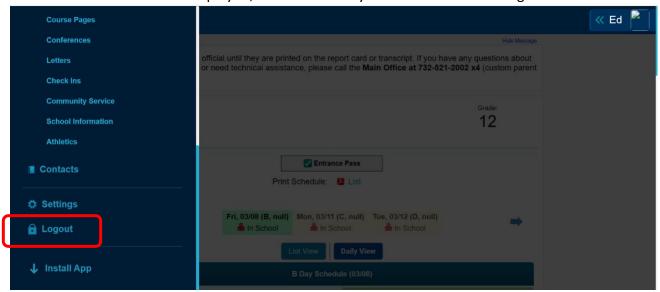
It is important to log out of Genesis Web Access properly:

It is important to log out of **all** web applications properly.

To logout, if no menu is showing along the left side of the screen, click the "menu" icon to bring a menu up:



When the left side menu is displayed, scroll all the way down to locate the "Logout" link:



When you click the logout you are immediately logged out. There is no confirmation popup.

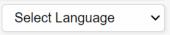
Why log out? Why not just close or "nuke" the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of

Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

This applies not only to Genesis, but to every Internet/Web application you use.

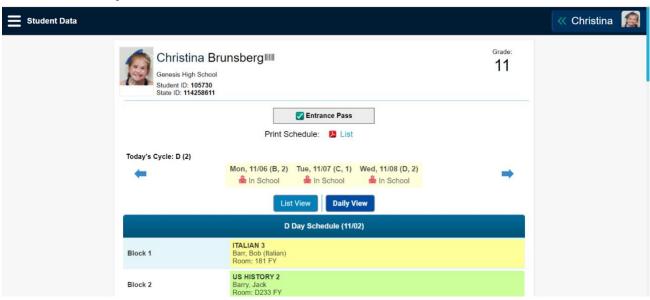
Switching from English to Spanish



There is a Powered by Google Translate drop down at the lower right hand corner of every screen. To switch to a different language, use this control. It then changes the language of the Parent module to that language. The translation is supplied by Google Translate – not by Genesis.

Student Summary Dashboard Screen

The Summary Screen - The Student Dashboard



Genesis Parent Access Student Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your student's Student Data Summary. This is the student's Dashboard screen. You will see a 'dashboard' for every student linked to your login. All your students will be on one screen.

Each student's 'dashboard' contains the following information:

- Basic information about the student: student id, homeroom, grade, age. If you are viewing the screen during the school day, you will also see information about the class your student is in 'right now': current class, current teacher and current room.
- Your student's schedule. The class the student is in 'right now' is highlighted in green.
- The student's attendance summary for the current week this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week how many are due each day

• Optionally, the student's bus assignments can be displayed.

List of Tabs

There are four available dark blue "top tabs". You may not see all of them, depending on which screens your district has enabled. The four include:

- MESSAGE CENTER This is where you set up your user profile and access the "Message Center" which provides up to the minute messages about your students.
- This is where you can see information for one specific student. The first screen you see when you click on the separate "dashboard" panel for each of your students.
- Contacts lists all contact information on record for your students and may allow you to update it.
- You can change your password and/or your home screen on the "Settings" tab.

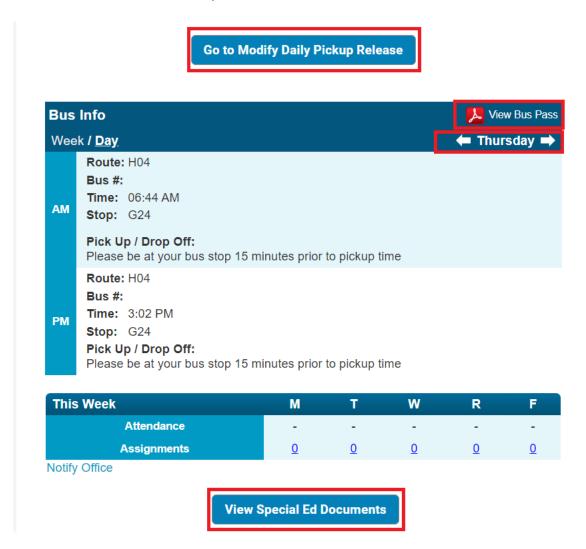
More Information About Each Student

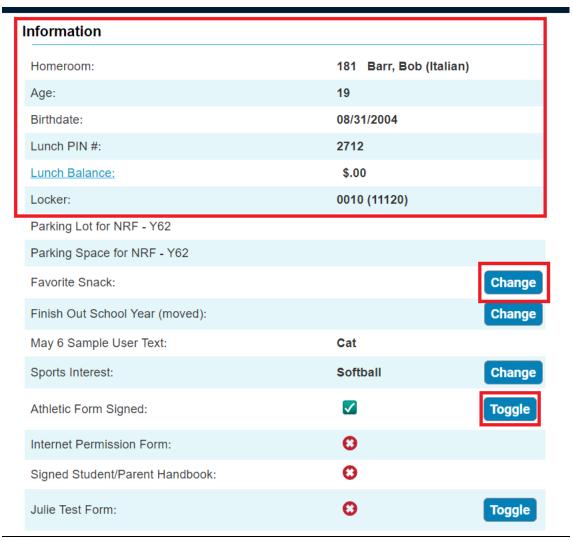
The 'Summary' screen has a dashboard for each of your students. The other light blue tabs give you more information about one student at a time.

Student Schedule **List View Daily View** D Day Schedule (11/02) **ITALIAN 3** Block 1 Barr, Bob (Italian) Room: 181 FY **US HISTORY 2** Block 2 Barry, Jack Room: D233 FY **BIOLOGY** Block 3 Allison, Milo Room: 140 FY PHYS ED 2/SCIENCE LAB Block 4 Anderson, Mike Room: FY **ENGLISH 3 HONORS** Block 5 Anderson Garret Room: D274 S1 **MUSIC THEORY 1** Block 6 Amaro, Robert

If your high school or middle school student has a class schedule, click one of the icons to get a printable copy of the schedule. It can be had in either list or block form.

Room: F140 FY





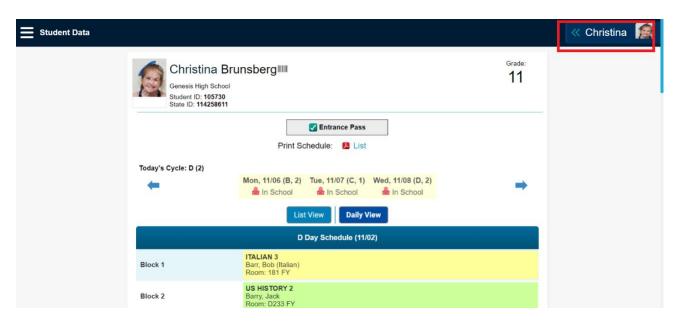
The Selected Student

Only one student can be 'selected' at one time. When you 'select' a student that student's information will appear on the additional tabs Student Data tabs.

For instance, if you click the 'Attendance' tab, you will see the selected student's daily Attendance calendar for the entire school year.

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Selecting a Student



Changing the Selected Student

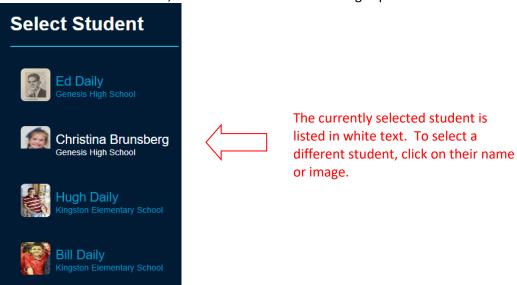
The name of the 'currently selected student' is displayed in the 'Select Student' drop down at the top of the screen. To pick a different student, click the 'Select Student' drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

The "Select Student" Control

The "Select a Student" control is shown in the top right hand corner of the screen and lists the name and image of the currently selected student:



To select a different student, click on this control. That brings up a list of all students linked to your login:

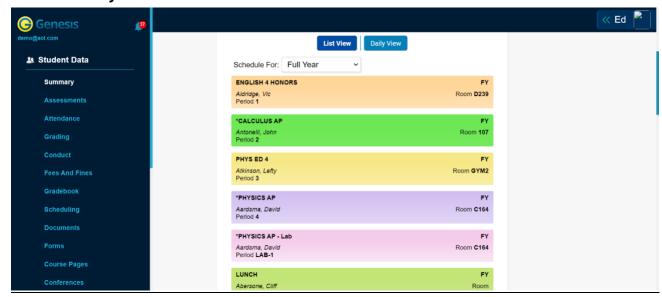


This control contains the names, photos and schools of all the students linked to your login. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

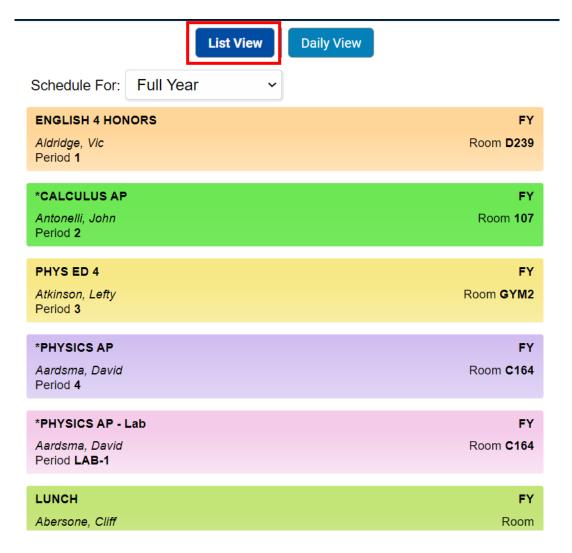
Panels on the Dashboard

Student's Schedule

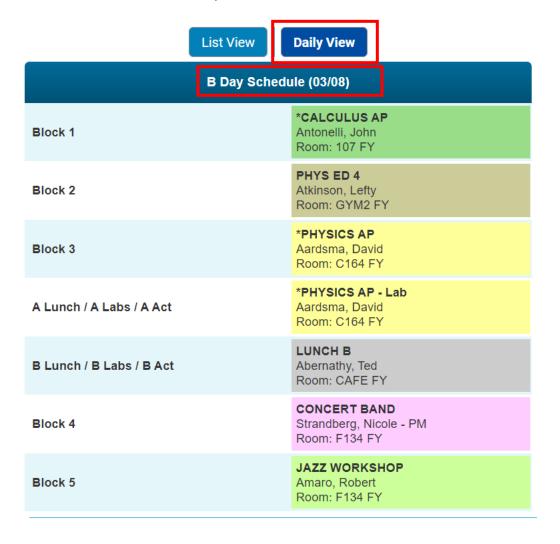
You can also see their current location in the "Schedule" section of the Summary screen:



There are two views of the schedule. The "List View" shows a list of all classes:

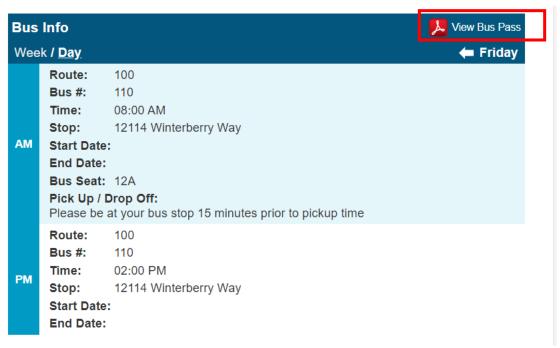


The "Daily View" shows exactly what classes are meeting "today":



Bus Information

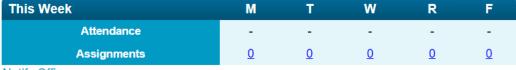
Below the scheduling panel is the "Bus Info" panel which lists the student's morning and afternoon bus routes:



The top right corner contains a "View Bus Pass" control that will display the student's bus pass in PDF.

Attendance and Gradebook Assignments

Below the bus information is a "This Week" panel showing the student's daily **Attendance** and how many **Gradebook Assignments** they have due each day.



Notify Office

If the "Notify Office" of upcoming Attendance feature is turned on, you will also have a "Notify Office" link. Clicking this brings you to the "Notify Office" tool – see below.

To see Gradebook Assignments that are due for a particular day, simply click the number of assignments for that day.

Attendance

There are four Attendance screens that can be made available:

- Daily Attendance Shows a student's Daily Attendance for the School Year.
- Class Attendance Shows a student's Class Attendance.
- Notify Office Allows attendance notes to be entered for students.
- Pickup Allows a guardian to specify that their child will be picked up from school potentially by a different adult.

Daily Attendance

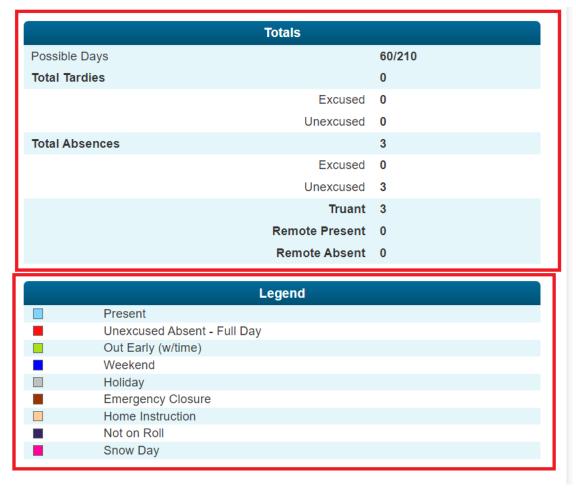
Daily Attendance is your child's official daily attendance.

The top portion of this screen shows the child's attendance for each month of the school year:



This is your student's Daily Attendance summary for the whole school year. Each day of the attendance calendar is color coded based on the Attendance code entered for that day.

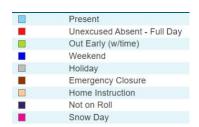
A summary of your student's Daily Attendance for the year, as well as a legend for the Attendance Codes is found at the bottom of the screen below the list of individual months:



Attendance Color Codes

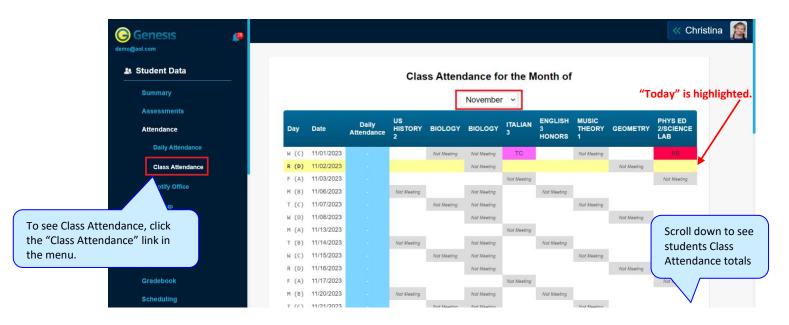
Your district selects its own set of Attendance codes and picks the color for each one. When you look at this screen you will see the Attendance codes for *your* school district. Common Attendance codes include:

- Present
- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip



Class Attendance

If your child is in Middle School or High School and has separate courses, Class Attendance may show you their attendance for each separate subject. You must click the tab under to find class attendance. If this button does not appear, your child's school does not record individual class attendance.



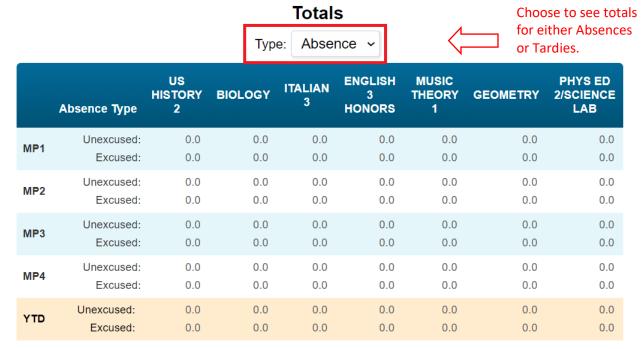
The Class Attendance screen shows you your student's Class Attendance summary for each of their separate subjects. One month is displayed at a time and the screen always starts by showing you **the current month's attendance**. You may select any month you wish.

- Class attendance is listed by each school day in the month and shows which classes the student may have missed on each day. Each day for each subject is color coded.
- "Today" is always highlighted in yellow.

A legend for all of the included Class Attendance codes is displayed directly below the list of dates. It contains only the codes that are currently set for any displayed day:



 At the bottom of the screen, there is a separate summary for each subject for the entire school year, divided by Marking Periods.

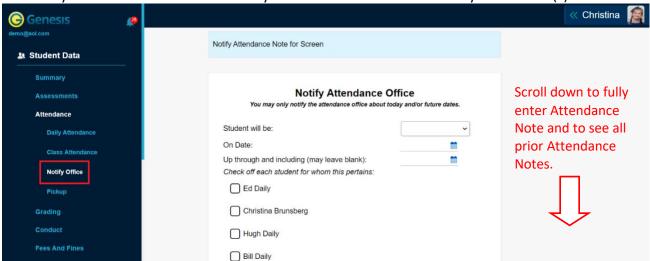


Each subject summary contains the attendance totals for each subject by Marking Period and Year to Date:

- All absences or tardies for the subject the Total Year To Date (YTD)
- The Unexcused absences or tardies
- The Excused absences or tardies

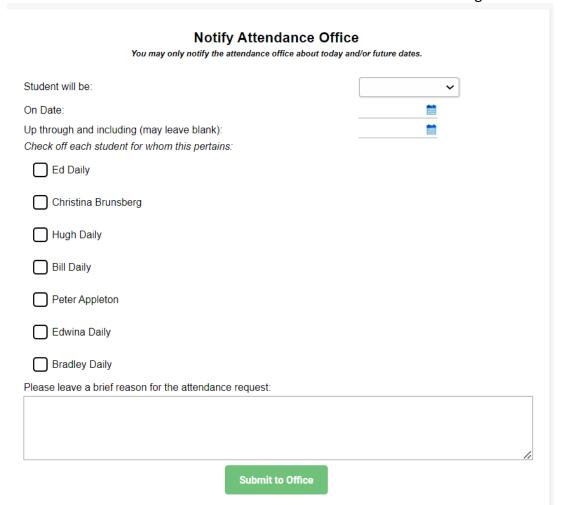
Notify Attendance Office

The notify attendance office screen lets you enter attendance notes for your student(s):



Creating an Attendance Note

The Attendance Note has all students associated with the Parent user login:



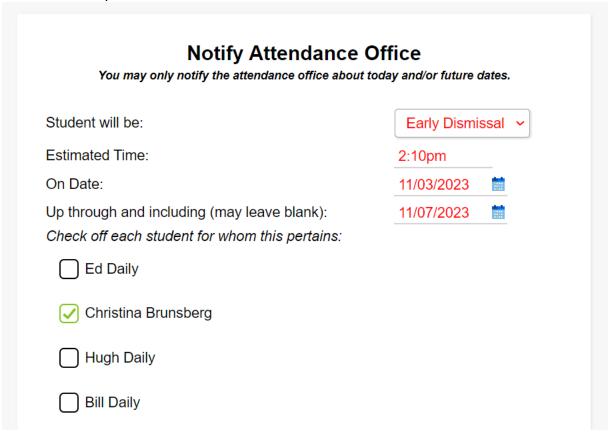
Start by selecting the type of Attendance issue:



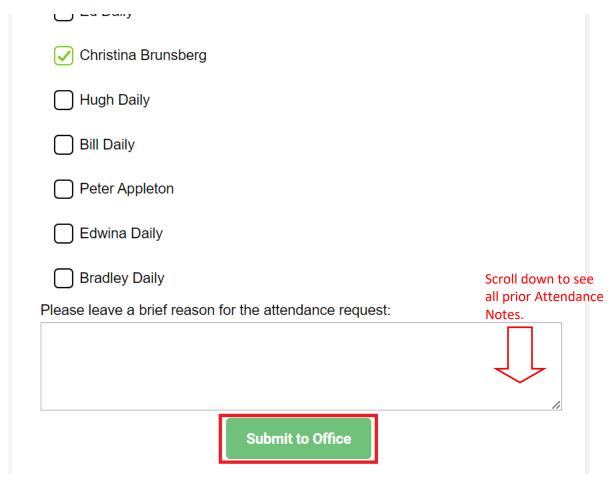
Then specify the time (if needed) and the date range:

Student will be:	Early Dismissal 🗸
Estimated Time:	2:10pm
On Date:	11/03/2023
Up through and including (may leave blank):	11/07/2023

Select which of your students are affected:



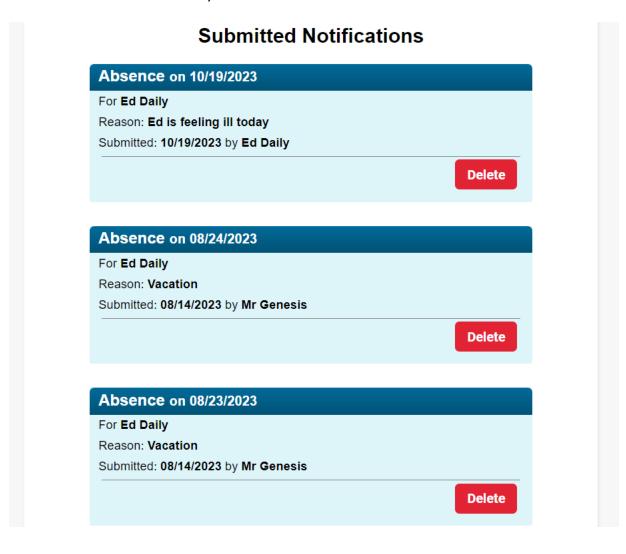
Then scroll down and enter the note and submit the note:



Enter your reasons or explanatory note and click the "Submit to Office" button.

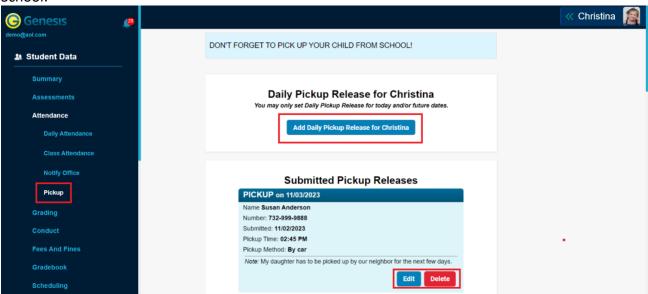
Notes entered on this screen appear for the school's Attendance office.

All of your prior Notes are listed below the new Note fields:

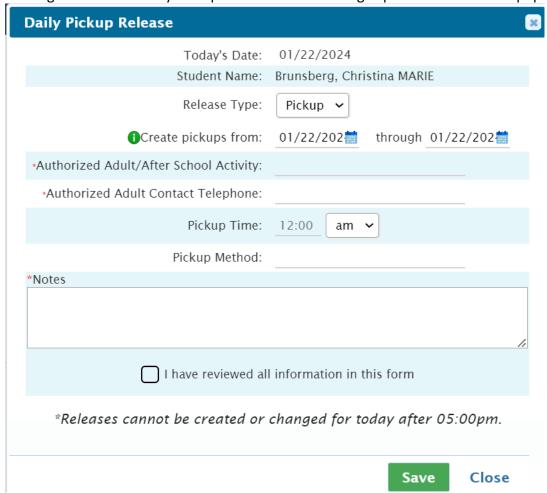


Pickup Notices

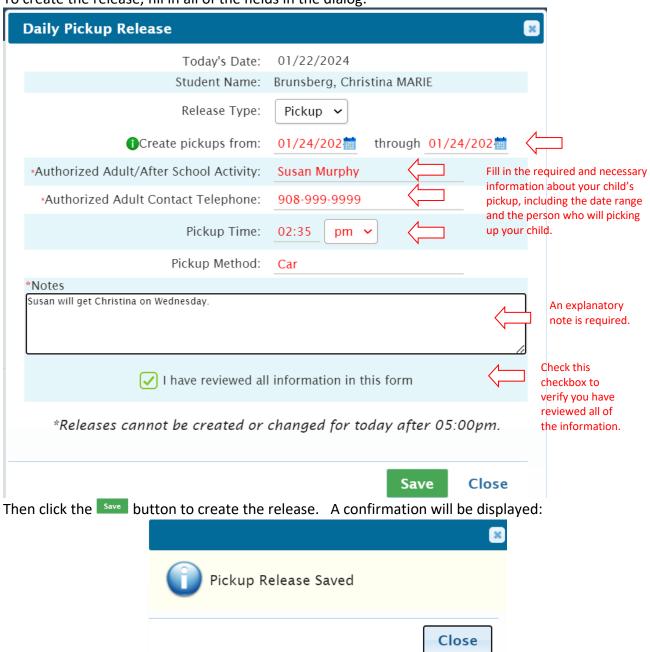
The Pickup screen lets you enter notes to the Attendance office that your child be picked up from School:



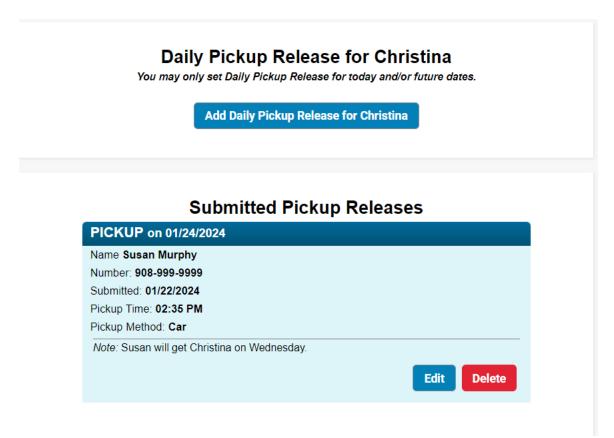
Clicking on the "Add Daily Pickup Release" button brings up the create release popup:



To create the release, fill in all of the fields in the dialog:



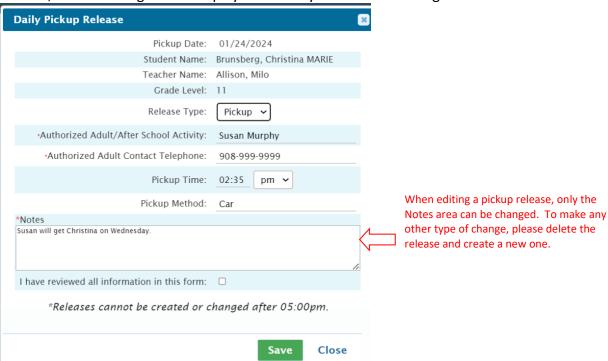
The release will then appear in the "Submitted Pickup Release" area:



Removing or Updating Existing Pickup Releases

To remove an existing release, click the corresponding button.

To alter any of the information on an existing release, click the clicked, the full dialog will be displayed so that you can make changes:



Grading

There are 4 available Grading screens:

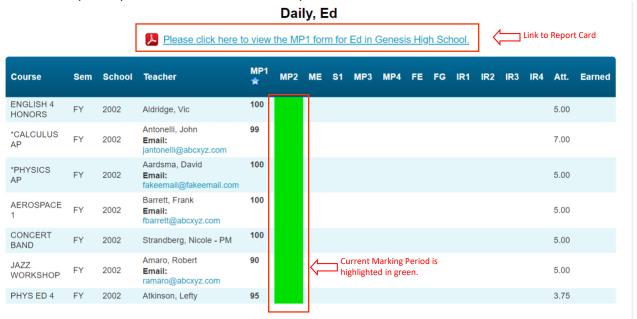


The four Grading screens include:

- Current Grades: Current Year Marking Period grades for classes.
- Grade History
- Available Report Cards: Links to PDF versions of current and prior report cards.
- Transcript: Visuals of the transcript and a link to a PDF version.

Current Grades

The Grading – Current Grades screen gives you access to your student's Marking Period grades and teacher comments and possibly the student's most recent report card.



The Student's Grading screen contains lots of information and a link to their current report card. The numbers below each grade are the comments the student has received for the Marking Period.

Place your cursor on a comment number and the corresponding text is highlighted in yellow – the text of the comment is also displayed in a Tool Tip. A link to the current report card is at the top of the screen and links to email teachers may appear below the teacher's name.

This screen summarizes your student's Report Card grades for the current year. The current Marking Period is highlighted in green.

Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code, the corresponding comment will be highlighted (e.g. 15 Follows Directions Well). In addition, the text of the comment will appear in a tooltip (e.g. 15 Follows Directions Well).

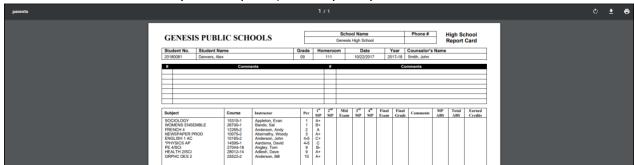
In addition, as outlined below, you can access and view your student's most recent report card.

Viewing your Child's Current or Most Recent Report Card

If you are able to view your child's actual report card, a message will appear between your child's name and their list of grades:

Please click here to view the MP1 form for Ed in Genesis High School.

If this message appears, click it to view the actual report card displayed in Adobe Reader (Adobe Reader must be installed on your computer). A sample report card is shown below.



To Print a Copy of the Report Card

- 1. Click on the 'Grading tab.
- 2. If the "Please click here to view" message appears, click it. If it does not appear, you will **not** be able to view your child's actual report card at this time.
- 3. When the report card appears, locate the Adobe printer icon at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)

To Save a Copy of the Report Card

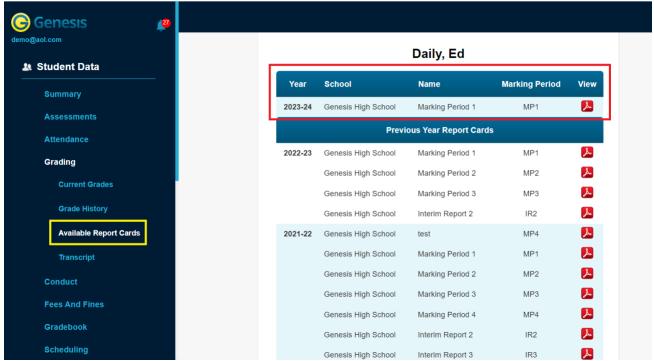
- 1. Click on the 'Setup' tab.
- 2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
- 3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

To Return to the Genesis Parents Portal

1. When you are done viewing the report card, click the browser "Back" button.

Current and Prior Year Report Cards

All of your student's report cards can be found on the "Available Report Cards" screen:



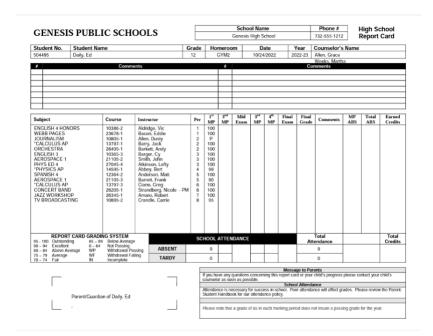
List of Available Current and Prior Year Report Cards. Click the PDF icon to the right to see a Report Card.

All report cards that have been issued for your student can be found on this screen. The top section contains report cards from the current year. The section below contains all prior year report cards.

Report cards are not available for years before your District began using Genesis.

To view, print or save an individual report card, click on the corresponding Adobe icon. This brings up a PDF version of the Report Card:

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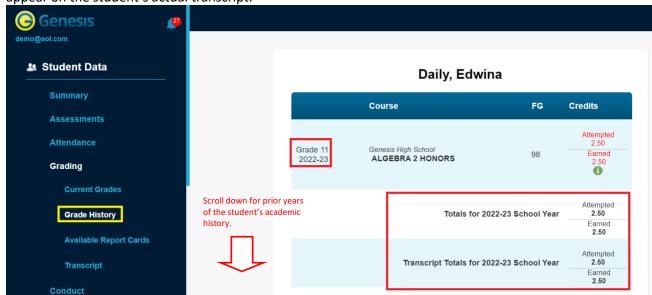


This is a sample 'generic' report card. Every school uses its own Report Card format. This is shown only as a sample layout.

Attempted

Grade History (Transcript Information)

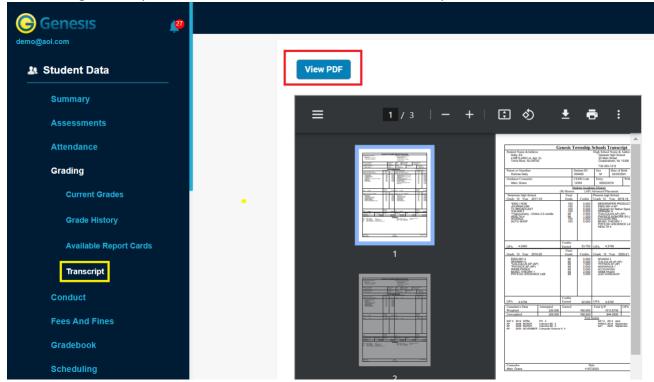
If your student is in high school, the "**Grade History**" tab lists the course and final grade information that will appear on the student's actual transcript.



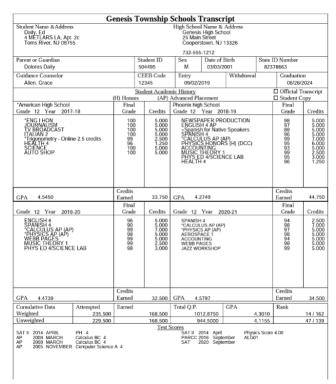
Student's Academic History - Information that will appear on their Transcript Genesis High School
*CALCULUS AP 98 2020-21 7.00 Attempted Genesis High School
*PHYSICS AP 5.00 Grade 12 97 2020-21 Earned 5.00 Attempted Grade 12 Genesis High School 5.00 98 2020-21 AEROSPACE 1 Earned 5.00 Attempted 5.00 Grade 12 94 2020-21 ACCOUNTING CIP Earned 5.00 Attempted Grade 12 Genesis High School
WEBB PAGES 5.00 98 2020-21 Earned 5.00 Attempted Grade 12 2020-21 5.00 Genesis High School 99 JAZZ WORKSHOP Earned 5.00 Totals are shown for each Attempted Totals for 2020-21 School Year 34.50 school year. Earned 34.50 Continue to scroll down for earlier years of the Attempted student's academic history. Transcript Totals for 2020-21 School Year Earned 34.50

Transcript

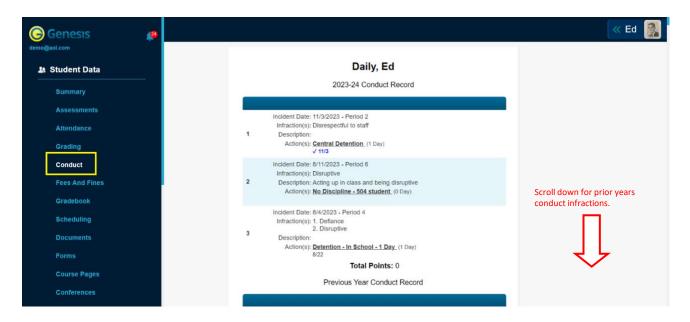
The Grading. Transcript screen shows the student's current transcript:



To get a PDF version of the transcript, click the button. This brings up a PDF version of the full transcript:



Conduct



Conduct Record

The optional Conduct screen lists any discipline issues regarding your child that have occurred in the current school year. Each incident record includes the following information:

- The date and time period in which the incident occurred.
- A brief description of the incident
- A list of all actions that have taken place or will take place as a result of your child's involvement in the incident
- Dates on which the actions were or are scheduled to take place.

This screen may not be available in your student's school.

Fees & Fines

The Fees & Fines screen by default lists fees and fines owed by the selected student. Only information for the selected student is displayed.



Fees and fines payment cannot be made directly through Genesis. You will be directed to a 3rd party website where the fees and fines can be paid. The changes will then shortly appear on this page – there will be some time lag. Changes will not appear immediately.

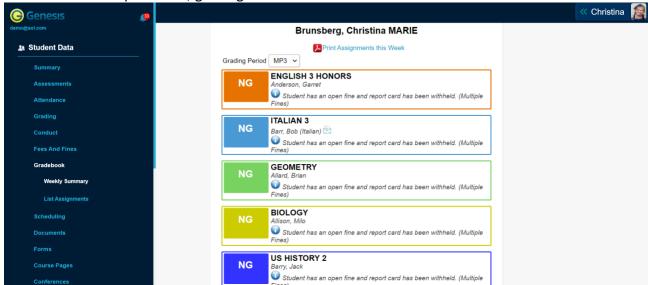
Gradebook

There are two Gradebook screens

Weekly Summary of Assignments Screen and Marking Period Averages

Parent Lockout

If a student has unpaid fines, grading information can be locked out:





Go to the "Fines and Fees" page to determine what the student owes. Paying the fine(s) will allow grading information to appear.

The Gradebook Summary Screen – Click on the highlighted course name to see all the Assignments for that course. Click on a teacher's email address to send email to that teacher.

Choosing the Marking Period Average to Display

The "Avg" column always starts by displaying your student's up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the "Avg" column header:

Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.

Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the "One Course/All Assignments" screen.

Viewing all Assignments for a Selected Day

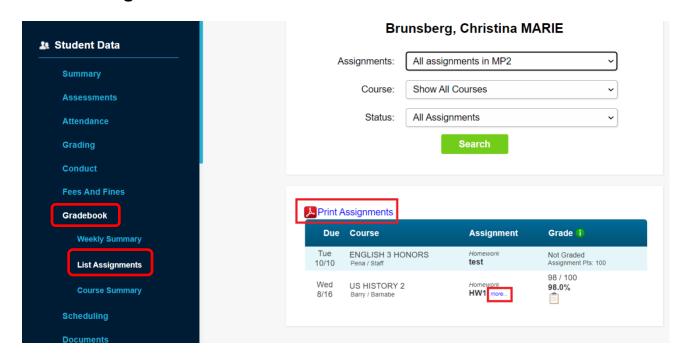
To see all of the Assignments for one *day* (for example, Tuesday), click on the highlighted day name. That will take you to the "One Day/All Assignments" screen.

Gradebook Weekly Summary

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the "Week of" field.
- See all Assignment for all courses by selecting "All Assignments".
- See all the Assignments for one course by clicking on the highlighted name of a course in the list.
- See all the Assignments for one day by clicking on the highlighted day name.
- See your student's marking period averages for either the current Marking Period or a previous Marking Period.
- Download files the teacher has attached to an Assignment.
- View teachers' Assignment comments for your child.

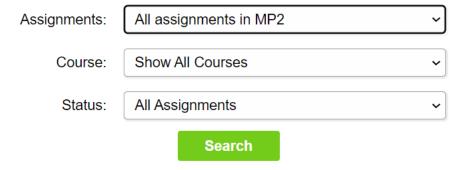
List of Assignments Screen



List of Assignments

This screen will allow you to look at your child's Assignments in multiple ways.

The controls at the top of the screen let you select by the following criteria:

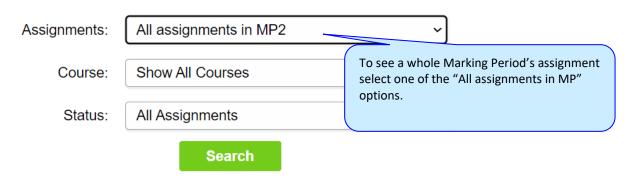


- Course Select one subject or all subjects
- Status
 - Graded Assignments Assignments that have been graded.
 - Ungraded Assignments Assignments that the teacher has not yet graded.
 - Incomplete Assignments Assignments the student has partially but not completely finished.
 - Missed Assignments All assignments the student failed to turn in or do.
 - Assignments the student has not yet completed because they were absent on the due date.
 An assignment is marked "Absent" if the student is absent on the day it is due. This option shows all assignments currently marked "Absent".
- Assignments This lets you choose the time period you wish to view assignments for:
 - "Week of" for the current weeks.
 - "MP1" All assignments for Marking Period 1.

- o "MP2" All assignments for Marking Period 2.
- "MP3" All assignments for Marking Period 3.
- "MP4" All assignments for Marking Period 4.
- o "All Assignments" All assignments for the entire duration of the course.

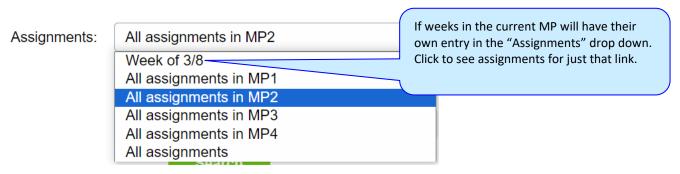
Viewing a Full Marking Period's Assignments

Brunsberg, Christina MARIE

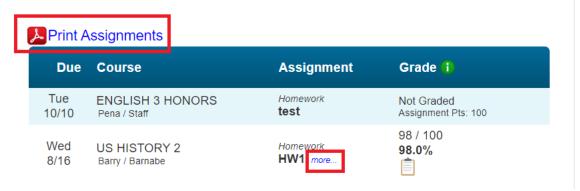


Viewing a Week's Assignments

If you select "Week of" and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date "11/21/2008" which happens to be a Friday, you will be shown all assignments for the week Monday, 11/17/2008 through Friday, 11/21/2008.

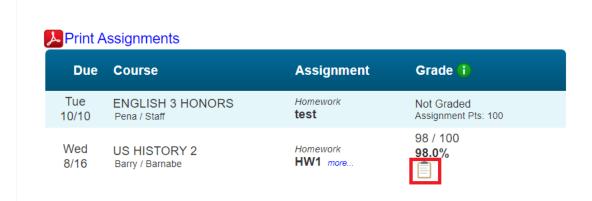


Assignment List

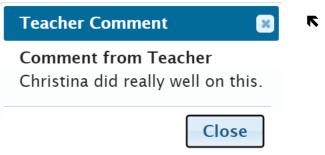


Viewing Teacher Comments

Teachers can enter comments on your child's performance that can be viewed through the List Assignments screen. *If a teacher has entered a comment on an assignment, please take time to view it.*



If a clipboard icon appears with the Assignment grades, it means the teacher has entered a comment on the assignment. To read the comment, click the icon. This will cause the comments to popup:



Downloading Attached Documents

Teachers can upload documents to assignments so that you can download these at home. The "documents" include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.



Due	Course	Assignment	Grade (i)
Wed 3/13	US HISTORY 2 Barry / Barnabe	Homework MP3-1 more	Recently Updated 96 / 100 96.0%

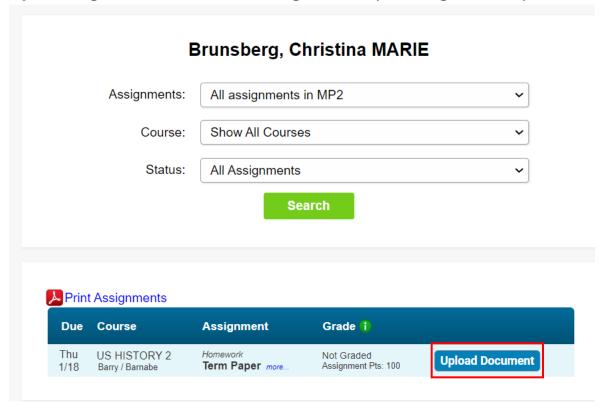
If icons (e.g.) appear under the Assignment name, it means that the teacher has uploaded files to the assignment and you may download them. There will be one icon for each file the teacher has attached (means there is one MS Excel file attached). The shape of the icon indicates the kind of file that is attached (e.g. indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file. To see the description of an attached document, place your cursor on the icon..

To download the document, double click on its icon. The attachment will be displayed in the central part of the screen. A normal file dialog box will allow you to download and store the attached document wherever you want on your computer.

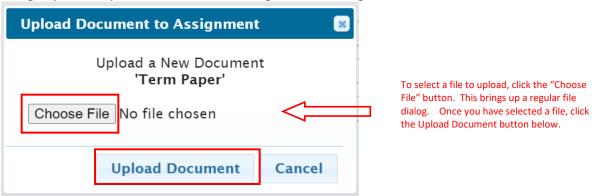
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¹ While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

Uploading Documents into Assignments (Turning in Work)



To upload a file and turn in work for this assignment, click on the Upload Document button. This brings up and "Upload Document to Assignment" dialog:

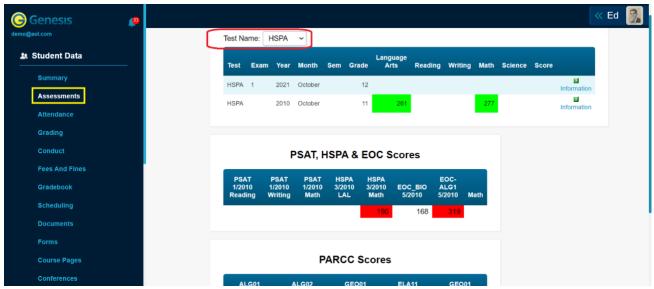


To upload a document into an Assignment, click the Upload Document button. This brings up the "Upload Document to Assignment" dialog box. Use the Choose File button to bring up a normal file dialog and choose the file to upload. Then click Upload Document to do the actual upload. Once the document has been uploaded it appears with the assignment:



To remove it, click the delete icon button. Multiple documents can be uploaded.

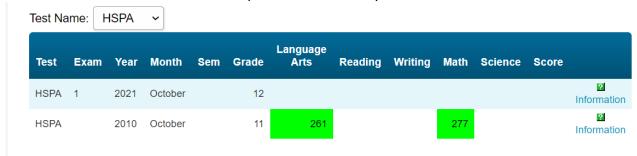
Assessments



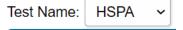
Assessments shows your student's standardized test scores

Student Test Scores & The Test Selector

The assessment screen lists all of your student's standardized test scores. The stop section list the scores for the test selected in the drop down immediately above:



The test selector drop down can be used to view a specific set of scores:

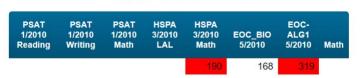


All of your student's scores are listed on the screen – scroll down to see all scores that have been shared in the Parent module.

Views of Various Groups of Scores

Each section, if any appear, shows your student's scores for a particular test or set of tests. Each section contains a group of scores related in some way:

PSAT, HSPA & EOC Scores

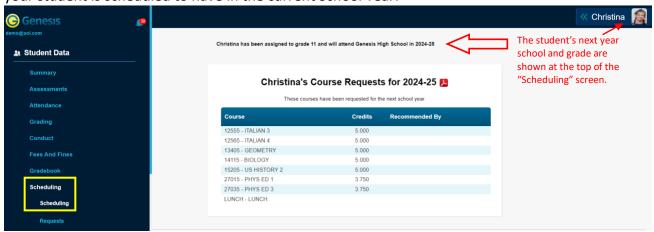


Scheduling

Scheduling is all about choosing courses for next year.

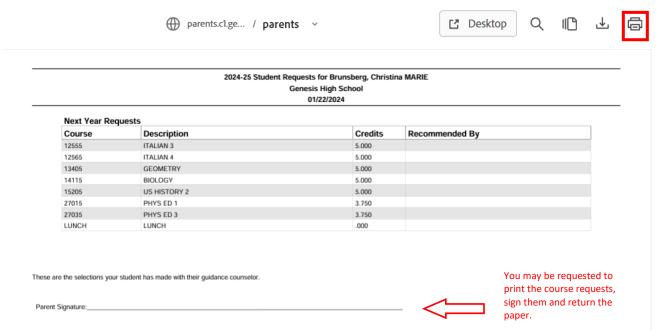
Next Year Requests

The current year schedule screen is a read-only screen where you can see the courses or subjects your student is scheduled to have in the current School Year:



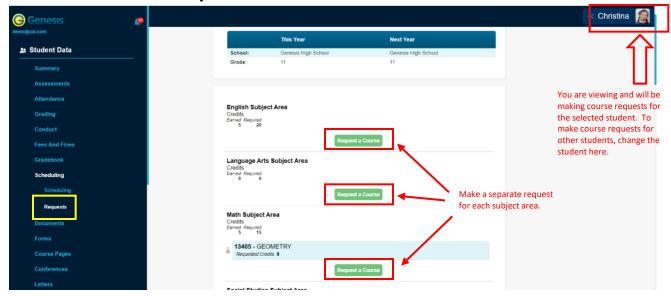
Printing the Requests for Next Year

To print the set of next year course requests, click the pdf icon. This will bring up a printable list in PDF:



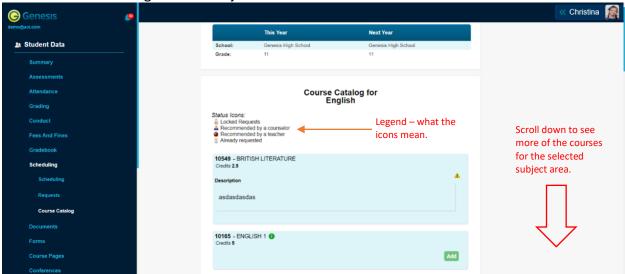
Use the printer icon on the PDF to print out the schedule.

Next Year Course Requests



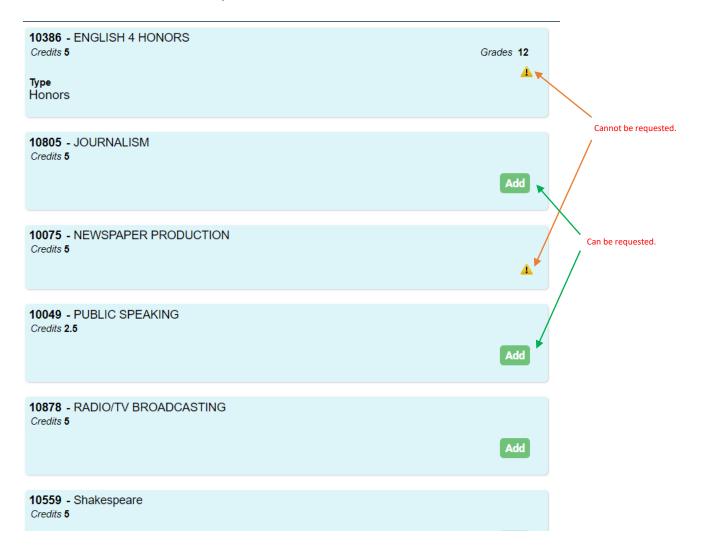
Entering Course Requests

To make a course request, click the Request a Course button for a subject area. This will bring up the school's course catalog for that subject area:



All of the courses for the selected subject area will be displayed. You will need to scroll down to see additional courses.

- Courses you are allowed to request will have an Method.
- Courses you cannot request will display a 4 warning icon instead of the 4 button.



When you click on an add button, the following 'Add Course Request' dialog box is displayed:



To finish and submit the Request, select a priority for the request and click Add Request. This will add the request to the list. You must select a priority and you can also put a short note in the "Note:" field. Your child's guidance counselor will be able to see both the priority and the short note.

Once a Request is Submitted, It Appear in the List

English Subject Area Credits Earned Required 5 20 10805 - JOURNALISM Requested Credits 5 Priority 1 Request a Course

Once a request has been made for a subject area, it appears with the requirements for that area. You are not limited to a single request in a subject area. You may make several requests, ordering them by priority:



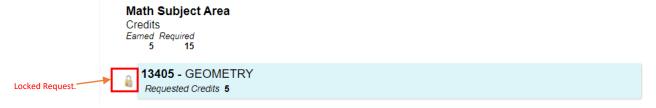
You cannot request the same course more than once. On subsequent views of the course catalog, it will not be selectable and it will have an "already requested" indicator as well:



You can also put a short note in the Additional Information field. Your child's guidance counselor will be able to see both the priority and the short note.

Pre-Selected, Locked Course Requests

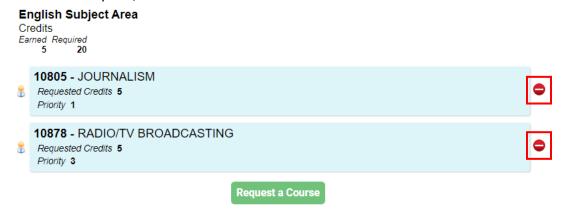
Some course requests may have been made by your child's guidance counselor. These will appear as locked requests that cannot be deleted by you:



Deleting a Course Request

Deleting an existing Course Request that you made can only be done if the request is not locked and you have a "Delete" icon.

To delete a request, click the "delete" icon for it.



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Letters

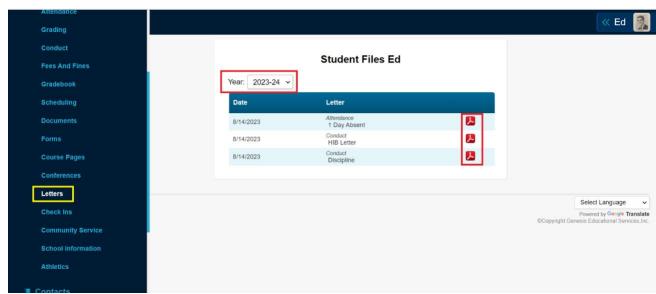
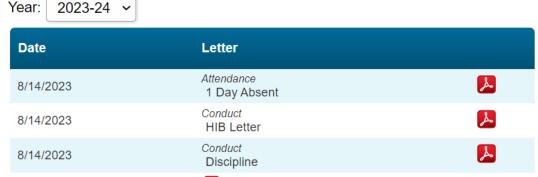


Figure 1 - The Letters screen displays all letters generated for the selected student

The Letters tab contains a list of letters that have been sent to the student's guardians. Once the letter has been sent to the guardian, it can be made available on the Letters screen.

Current Year Letters

Upon clicking on the "Letters" menu entry to reach the Letters screen, the list initially contains all letters generated for the selected student in the current school year:



To view the text of a letter, click on the PDF icon for it. This will display the letter in a separate browser tab.

Prior Year Letters

The School Year control can be used to go back to any prior year in which the student was enrolled in the district and view any letters received in the selected year:

Year: 2023-24 ×

Viewing Letters

To view a letter, click on the PDF icon corresponding to it. This opens a separate browser tab and displays the letter in the new tab:

```
Genesis High School
25 Main Street

Cooperstown
NJ
13326

May 02,2011

Your child 08/26 Absent - Half Day (Unexcused)
09/21 Unexcused Absent - Full Day
09/23 Unexcused Absent - Full Day
10/14 Absent - Half Day (Unexcused)
11/01 Unexcused Absent - Full Day

Dear Parent or Guardian,
Your student, Ed Daily, has been absent
13.

Dates:
Dates: 08/26 09/21 09/23 10/14 11/01
```

Sample Letter- letter is displayed in a separate web browser window.

When you are finished viewing the letter, you may close the window it is displayed in.

Printing Letters

All Genesis reports are displayed as PDFs using Adobe Reader. To print out a letter, use the Adobe Printer icon to bring up a normal print dialog.

Letter Types

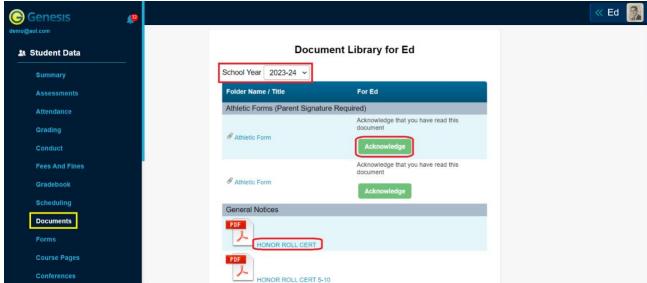
What types of Letters are displayed?

- Attendance Letters Letters generated when the student has some Attendance-related issue (e.g. too many absences).
- Conduct Letters Letters generated when a student is involved in a discipline infraction.
- Scheduling Letters Letters related to scheduling classes for next year.
- **General purpose letters** Any letter that does not fall into one of the above categories is considered "general purpose". These can cover a wide variety of topics.

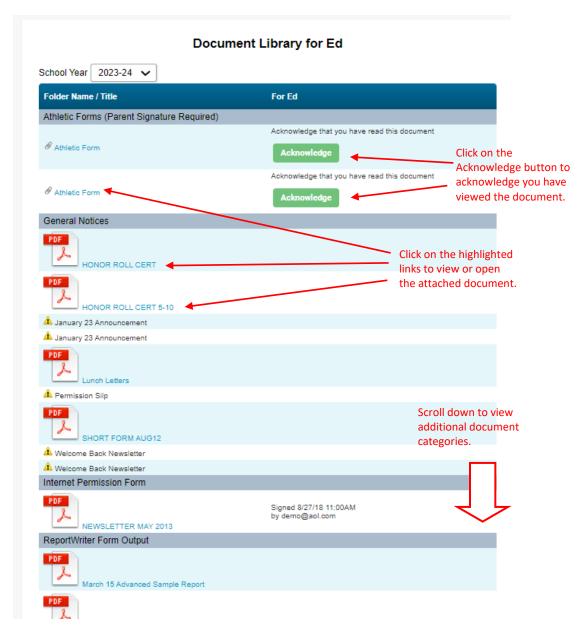
This all depends on what your district makes available.

Documents

The Documents screen lists documents that the school or district has linked to your student's record. You can view these and may be asked to acknowledge that you have read one of them:



The documents you have access to are displayed in the "Document Library" list on this screen:



Download and View a Document

To download and view a document listed on this screen, click the PDF icon or the highlighted link:



This displays the contents of the selected document.

Acknowledge that you have read the Document – This is "signing" the document

To acknowledge that you have read the corresponding document, click the



This causes a confirmation dialog to appear:



You must type the word **YES (all in capital letters)** into this dialog box and click the **CONFIRM** button, which becomes highlighted once "YES" is typed, to acknowledge that you have read the corresponding document:



WARNING: Clicking the Acknowledge button and entering YES into the prompt is a **legal** acknowledgement that you have read the document.

Once you have acknowledged reading the document, the button is no longer displayed:



Forms

The Forms Library Screen

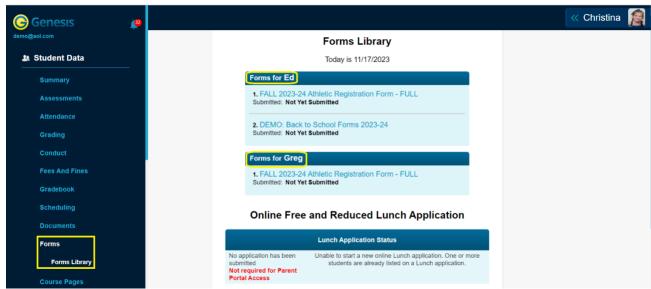
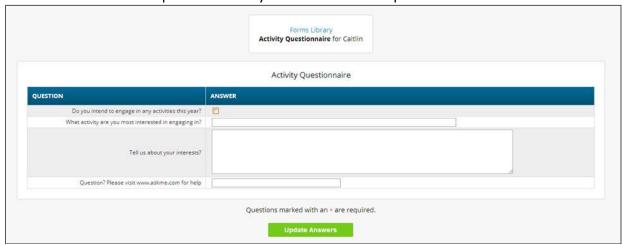


Figure 2 - The Forms Library Screen lists forms for all your students

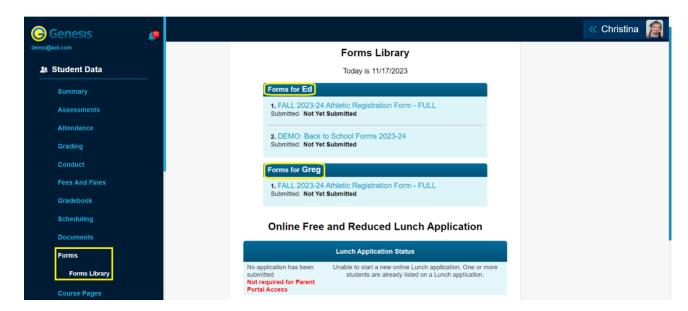
Filling Forms

If any forms are available for you to fill out, they will appear on the Forms Library screen. Clicking on the name of a form opens it so that you can answer the questions it contains.

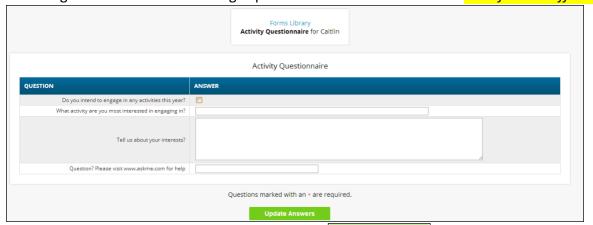


To Fill out a Form

- 1. Go to the Forms Library tab.
- **2.** Select the Form to fill in and click on its highlighted name:



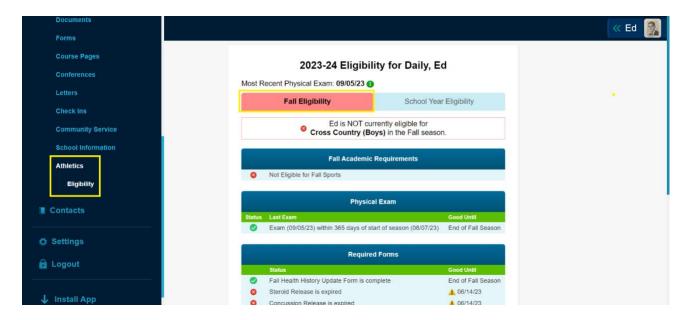
1. Clicking on the form's name brings up the form so it can be filled in. Each form is different.



2. When you are done filling in the form, click the update Answers button. This sends your answers to Genesis. If you do not click update Answers button your answers will not be recorded.

Athletics

The Athletics screen is concerned with various requirements for athletic eligibility.



Categories of Athletic Eligibility

- 1. Academic Eligibility
- 2. Maximum number of semesters of participation
- 3. Health Examination/Form requirements
 - a. Physical Exam
 - b. Health History Form
- 4. State and Local Required Forms

Overall Eligibility Indicator

You can view athletic eligibility – the ability to participate in a school team sport – for either the current sports season or the school year.

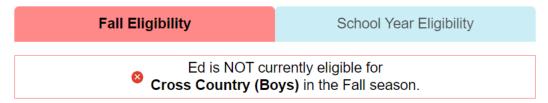


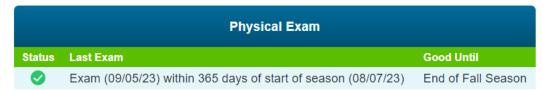
Figure 3 - This shows whether the student is currently eligible to participate, based on a summary of all of the individual indicators

Academic Eligibility

Academic eligibility is largely determined by State of NJ requirements on earned credits and number of semester during which a student can participate. The "Academic Requirements" indicator should show

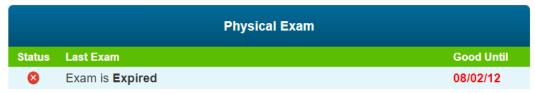


Physical Exam Status



Students are required to have a valid "sports physical" on file with the school. The "Physical Exam" indicator shows the date of the last sports physical exam on file for the student and whether or not it is still acceptable, and when it is "good until" (that is, when it will expire).

Physical Exams expire after one year (365 days). Once they have expired, the Physical Exam indicator will show that it has passed the one year mark:



Required Athletic Forms

The bottom area of the Athletic-Eligibility screen lists all required Athletic-related forms and when they are "good until" (i.e. when they will expire). All shown forms are required for the student to participate in team sports.



Figure 4 - Forms required for participation in Athletics

Status is given for each required form, displaying whether a form has never been submitted, has been submitted but has expired (and needs to updated), or is "complete":

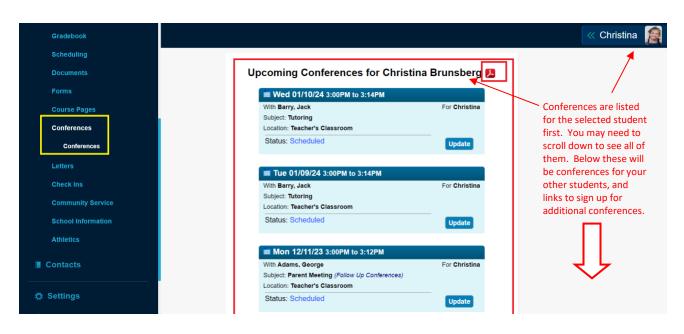
School Year Health History Update Form has not been completed
Steroid Release is expired
Concussion Release is complete
Sudden Cardiac Release is expired
Opioid Release has not been submitted
Opioid Video Release has not been submitted
Eye Injury Release Form has not been submitted
District Sports Eligibility has not been submitted
2 Year Test Form has not been submitted
COVID19 has not been submitted
IMPACT Testing has not been submitted

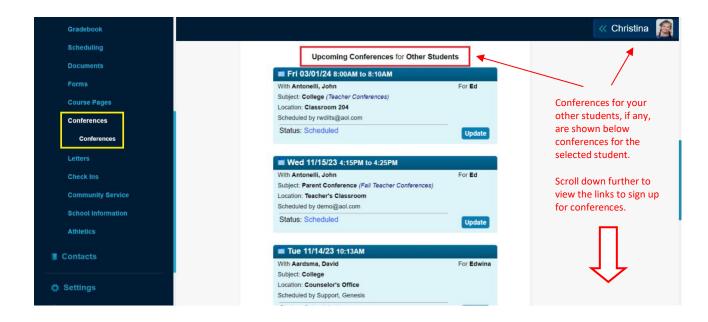
The set of required forms may differ from school district to school district and is composed of forms required by The State of New Jersey for athletic participation, but forms required by your local school district.

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Conferences

Viewing Existing Scheduled Conferences

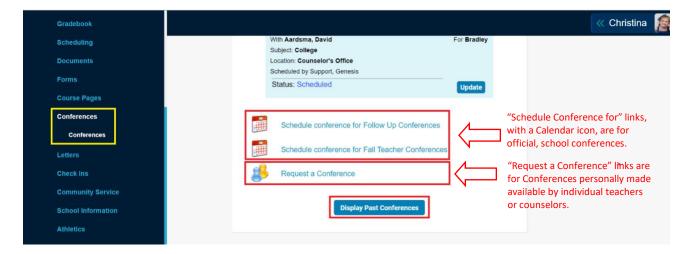




Signing Up for Conferences

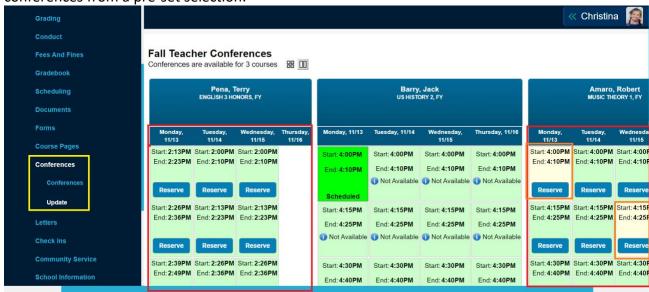
At the bottom of the screen, below the list of existing scheduled conferences (if there are any), there may be links to sign up for new Conferences:

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Signing Up for Official School Conferences

To sign up for a "School Conference", which can be with teachers, guidance counselors or even the school nurse – but most frequently is for teachers, click on an available "Schedule conference for " link. This will bring up the "Update" screen that allows you to choose dates and times for conferences from a pre-set selection:



The "Conferences-Update" screen may list multiple teachers or other staff members and will show the dates and conference times available for each. You can choose one conference from *each staff member listed*. Scroll horizontally to see additional staff members.

Once you select a conference from a particular staff member, you cannot select any other conference slot for that staff member:



Once you select a conference for a staff member, all other conferences for that staff member become "unavailable" – you may only sign up for one conference slot from each staff member.

The conference slot you selected will be shown highlighted in a brighter green.

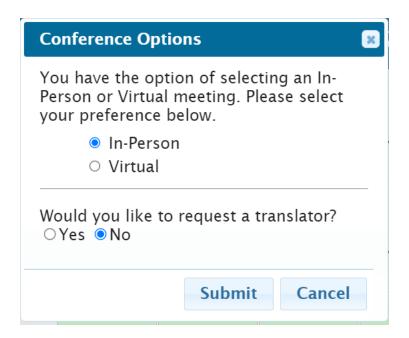
The selected time is shown in a lighter, non-green background for other staff members to indicate that that particular time is already taken and would be a time conflict.



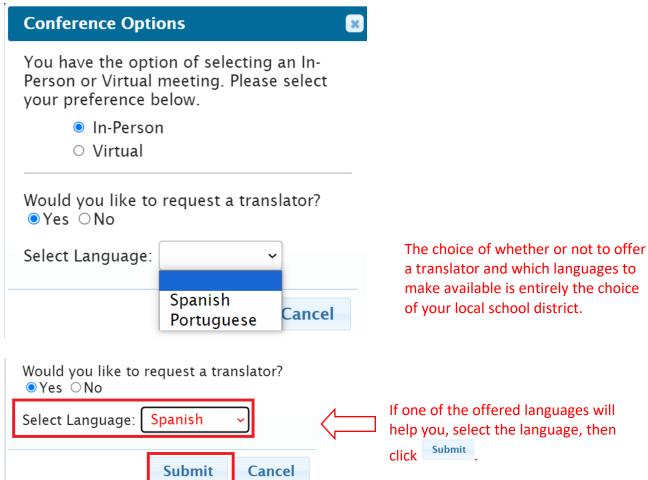
You may choose one time slot for each staff member shown. The light coloring indicates the there is a conflict with another conference you have already scheduled.

To reserve a time slot, click the button for your desired time.

When you click to reserve a conference time, you may be asked whether you wish the conference to be in-person, or virtual, and whether or not you need a translator:



If you select "Yes" for a translator, you will be shown a list of the languages translators are being made available for:



Once you have selected a conference, all other conferences for that staff member become unavailable, but are still able to cancel the newly selected conference:

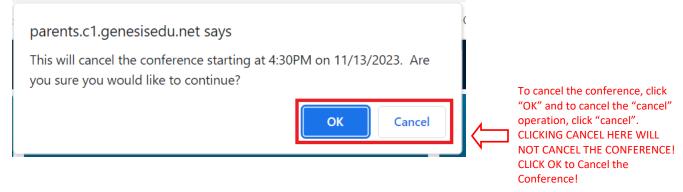


You may need to scroll down to see additional Check-In/Out events.



Canceling a Conference

To cancel a conference, if a button is available, click it. You will then be shown a popup dialog and asked to confirm that you want to cancel the conference:



Signing Up for Teacher's Personal Conferences

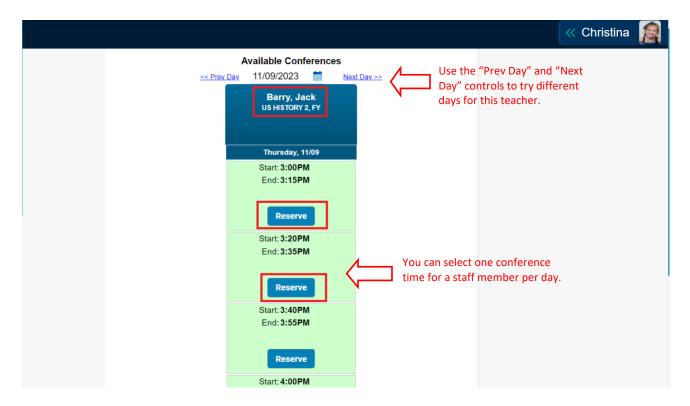
If there is a "request a conference" link on the Conferences screen, one or more of your student's teachers have personally made conference slots available. These are created individually by teachers (or guidance counselors) and are not "official" school conference days.



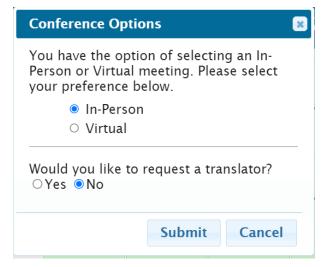
To view the conference slots that have been made available by individual teachers or other staff members, click the Request a Conference link. This will bring up the "Schedule a Conference" screen:



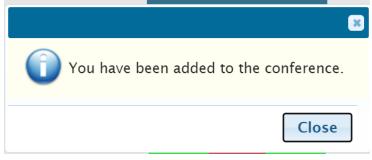
Available conferences are shown by teacher/staff member and days in the selected week. Links are shown for available conferences. Click anywhere on an available link to bring up the screen where you can select individual conferences. That will bring up a list of the available conferences for that staff member on the selected date:



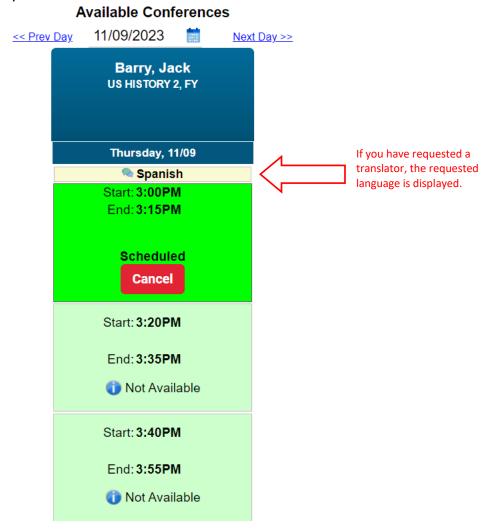
When you click "Reserve" you may be shown the same options as with a School conference (above):



Once you click Submit to reserve your conference, a confirmation dialog is displayed:



You have now reserved the time slot and the screen is updated so that you cannot reserve additional times with the same staff member on the same day: you can only reserve a single time slot with a teacher per day:

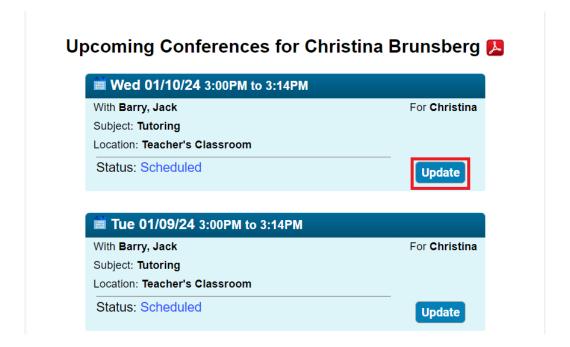


Updating a Conference

Genesis Student Information System

To "update a conference" is to cancel it and reschedule with another available time slot, click the "Update" link for on the Conference screen:

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Clicking "Update" will return you to the screen where you scheduled the conference. You may or may not still be able to cancel and reschedule it. This will depend on how your student's school currently has the conferences setup.

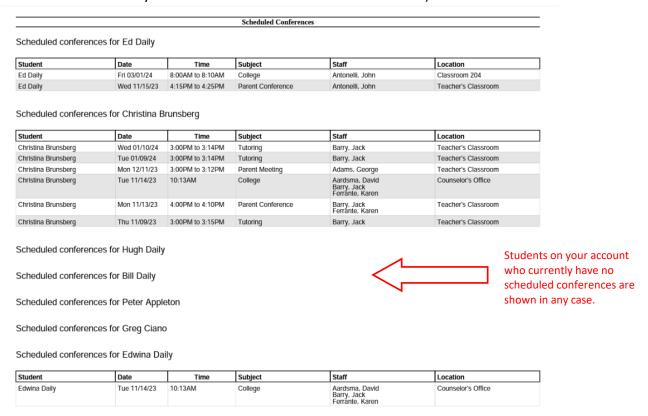
Printing a List of Scheduled Conferences

To print a list of conferences both for the selected student and all other students linked to your account, click the PDF icon next to the selected student's name on the Conferences screen:

Upcoming Conferences for Christina Brunsberg

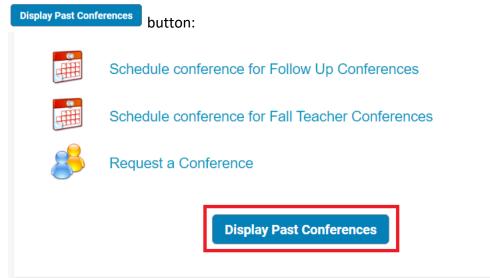


This brings up a PDF of the list of currently scheduled conferences for all of the students linked to your account, and in the order in which they are linked to the account (the selected student is NOT shown first unless they are the first student linked to the account):



Viewing a List of Past Conferences

To view a list of past conferences, scroll to the bottom of the Conferences screen and click the



This will bring up the list of past conferences in the current school year:

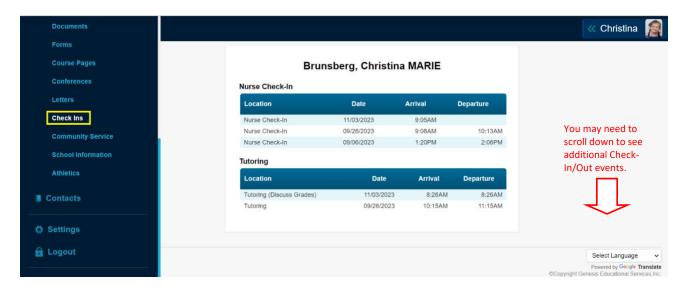
Display Past Conferences

Past Conferences



Check-Ins

If your student's school uses the Genesis "Check-in/Check-out" (Turnstile) facility to track students when they are not where they are scheduled to be, the "Check-In" screen may be available to you.

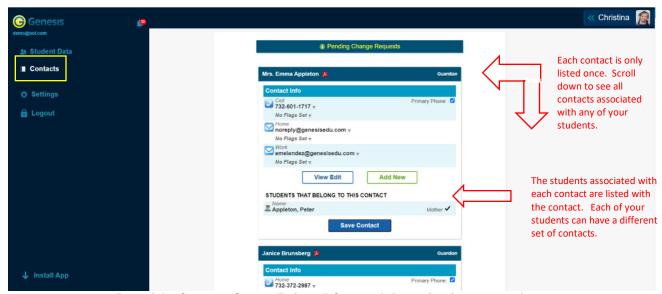


The Genesis Check-In/Check-Out facility can track things such as visits to the nurse's office, visits to guidance counselors, participation on field trips, tutoring sessions and many, many other possible things. The Check-Ins screen will show you your child's check-in and check-out times for whatever things your school is tracking.

This is a read-only screen that simply displays your student's check-In/check-out history for the school year.

Contact Management

The Contacts screen allows you to view and possibly update the contact information for your students. If you do not have permission to update the Contact information directly via Web Access, you will not see the fields and buttons described here. If those fields and buttons are missing, please contact your school or district offices to update information for your children.



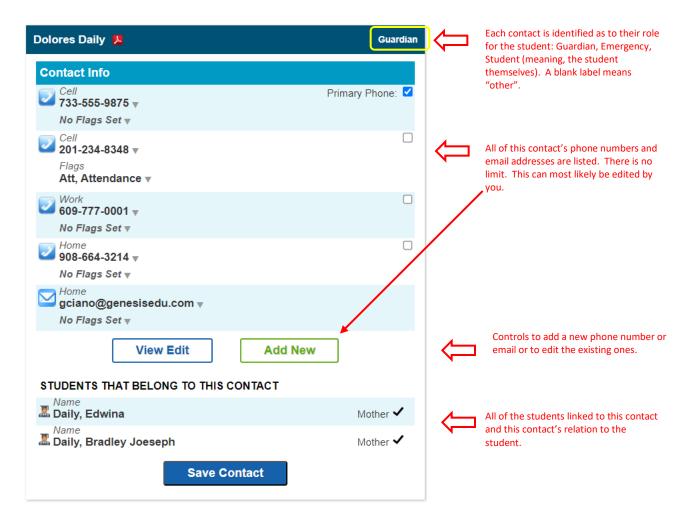
Part of the Contacts Screen listing all Contact Information for your students

What is listed on the Contact Management Screen?

The Contacts screen lists all telephone and email contact information for:

- The student themselves your children's own cellphone and email addresses
- The student's Guardians the legal guardians such as you who are allowed to view the children's information.
- Emergency Contacts Individuals you have identified as people who can be contacted if an emergency situation arises and you and other guardians are not available.
- Other contacts all other people whom you wish the school to be aware of in your student's lives, including:
 - Doctors
 - o Dentists
 - Hospital to use in an emergency if hospitalization is required.
 - Other people it is important that the school know about.

The Contacts screen lists each contact only once, and indicates which of your students is associated with the contact:



Editing a Contact's Phone Numbers and Email Addresses

The Contacts Report for one student - These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student's Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student's Contact information.

This report can be printed out, corrected and brought to your child's school or district offices.

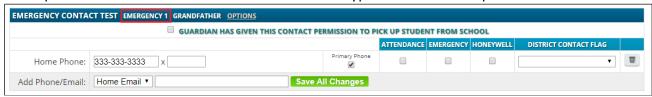
Printing Contact Reports

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

Interpreting Information for a Contact

Each "Contact" represents one person in a student's life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor's practice, Hospital).

The top line shows the Contact's name and "contact type" and relationship to the student:



There are multiple contact types that are possible:

- Student
- Guardian 1
- Guardian 2
- Guardian 3
- Guardian 4
- Emergency
- Other

Phone Numbers: A Contact may have an unlimited number of phone numbers listed for them. If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your student, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.). If you have permission to remove phone numbers, a trashcan icon will appear at the far right of each phone number:



Email Addresses: A Contact can have multiple email addresses listed. If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:



The Student's Own Contact Information

Each student can have their own, personal phone numbers and email addresses listed under the "Student" contact. These would be ways for the school to contact the student, themself, directly.



You might not see any special flags:



Updating Information for a Contact

Each section contains information for a single Contact:



Information for one Contact

Each "Contact" represents one person in a student's life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor's practice, Hospital).

You MAY be able to update the Contact information directly on the screen: this is under the control of your school district. They may allow you to update the information directly, or you may only be able to view it.

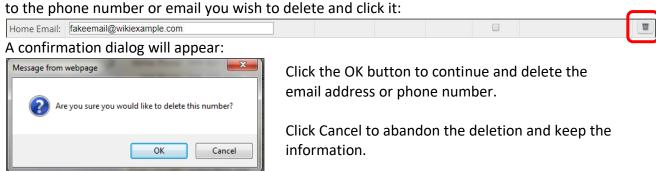
Updating a Contact's Email and Phone Numbers

You can do three things to the email addresses and phone numbers:

- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

WARNING: You can only do these things if your school district gives you permission. This section assumes that you have such permission – if you cannot do the things described here, it is because your district has not given you permission to do them: it is not because the system is broken.

Deleting a phone number or email address: Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:



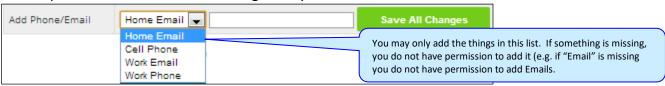
Adding a phone number or email address: To add a new phone number or email address locate the "Add Phone/Email" tool at the bottom of the Contact's information:



Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:



The drop down contains the list of things that you can add to the Contact:



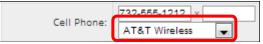
Select the type of information you want to add.

Then move to the blank text field and enter the phone number or Email address.

Go to the top or bottom of the screen and click the Save All Changes button

Adding a Cell Provider information to an existing phone number: For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. "Text messages" include the notifications that can be sent, for example, when a student's gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

To set or change a cell number, locate the "Provider" drop down below the phone number itself:

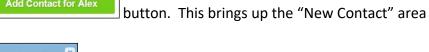


Select your provider, then scroll up or down (to the top or bottom of the page) and click the Save All Changes button.

Adding a New Contact

If you have a button at the bottom left of a student's list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

To add a Contact, click on the right below the button:





Enter the following fields:

- Contact First Name The person's last name
- Contact Last Name The person's first name
- Relationship to Student Select the new Contact's relationship to the student: Friend?
 Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.



You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the Add Contact button to add the new Contact.

WARNING: If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child's contacts.

Changing Relationship Information for or Deleting an Existing Contact

If you have permission to update information for a contact, there will be an Options button in the top line of the contact's information. To update the name information for a contact or to delete the contact entirely, use this Options button.

When you click Options, a popup appears:



Close
Change Contact
The

The Delete Contact popup gives you three options:

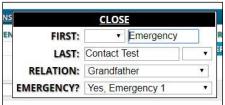
- Close Clicking the Close button dismisses the popup and makes no changes.
- Change Contact Clicking Change Contact lets you change the name and relationship information for this Contact. (Phone numbers and Email Addresses are changed as described above.)
- Delete Contact Clicking Delete Contact removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

Deleting a Contact: When you click **Delete Contact** the following confirmation dialog appears:



If you click <u>Yes</u>, the contact and all their information is permanently removed. If you click <u>No</u>, then the popup is closed and the contact is not deleted.

Changing a Contact: When you click Change Contact the following popup appears:

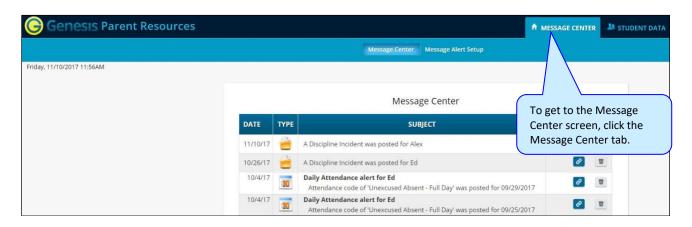


You can change the contact's **First** or **Last** name, and set whether they are an Emergency Contact or not.

To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the Save All Changes button.

Home

Introduction to the Home Screens



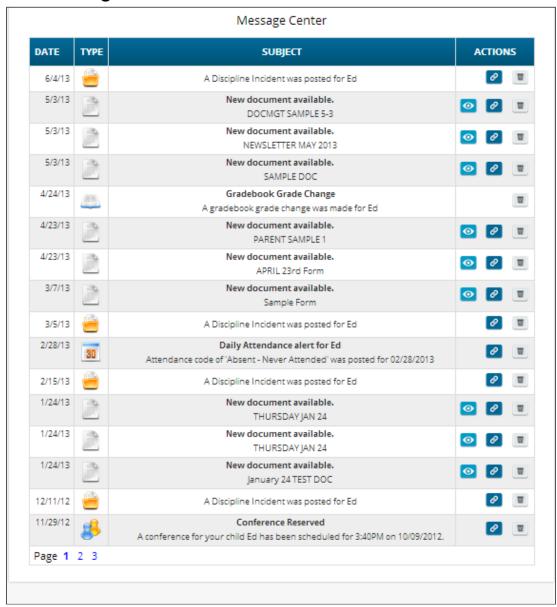
There are two screens under tab:



- 1. **Message Center** The Message Center provides a list of all messages received for your student. There are no settings on this screen it is an information screen.
- 2. **Message Alert Setup** This is where you set which Alerts you wish to receive.

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The Message Center Screen & Alerts



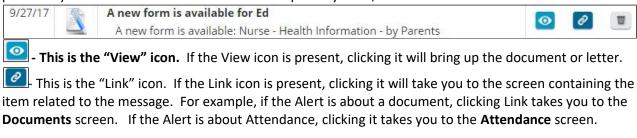
The Message Center screen lists all types of messages for your students

Using the Message Center

The Message Center provides a list of all messages received for your students. Some of these may be linked to Documents or Letters. There is one Message Center for all your students – all your students' information is located on the same screen.

Anatomy of a Message

Each Message includes a date, an Icon identifying which module of Genesis sent it, the message itself and potentially an additional line of information and possibly View, Link and Delete buttons:



- This is the "Delete" trashcan icon. To remove the Message, click the Delete icon.

Viewing the Message Content

If there is a button, click it to bring up the document, letter or other content. When done, click the browser back button to return to Genesis.

When there is a "Link" button , if you click it, it will bring up the Documents screen in the Parents module so you can see the full list of Documents for your student:



Other Message types have Link buttons that bring up the appropriate screen. For example, if there is a link button next to a **discipline alert**, it will bring you to the student's **discipline** tab.

Setting Alerts

Alert Setup

If you wish to receive an alert when new messages are sent to your Message Center you may do so here. Alerts may be sent by email or text message (if you have provided a cell phone and cell carrier to the school).

Letters:

Receive an alert any time your student receives a letter from the school.

Attendance:

Receive an alert when your student is given an absence to school.

Gradebook Grades:

Receive an alert when one of your students grades are updated in a teachers gradebook.

Messages:

Receive an alert any time school staff sends a Message to your Message Center.

	LETTERS 🌘	ATTENDANCE	GRADEBOOK GRADES	MESSAGES 🍙				
Email to ewdaily@home.com								
Email to gciano@genesisedu.com								
Email to rwd@aol.com								
Email to jrussak@gmail.com								
Email to test1233@aol.com								
Email to fdaily@isp.com								
Text to 733-555-9897								
Text to 733-555-9876								
Text to 732-598-0667								
Text to 609-777-0001								
Text to 908-987-6543								
Text to 732-555-1212								
Save Alert Preferences								

Alerts

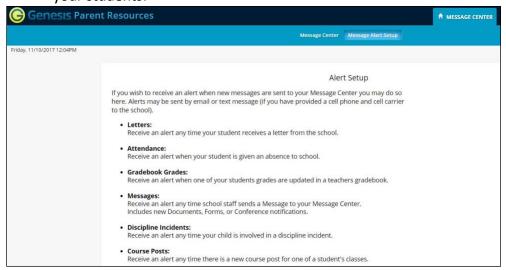
Genesis has the ability to send an alert to your contact emails/text message addresses:

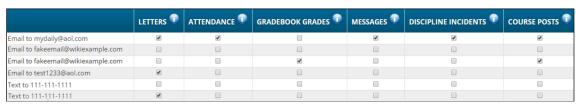
- if your child is absent or tardy or
- if a grade is updated in any of their teacher's Gradebooks
- If an Attendance letter has been generated for one of your children.
- For many other types of messages.

Turning On Alerts

- 1. Click on the tab.
- 2. At the top, click the Message Alert Setup button.

3. This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:

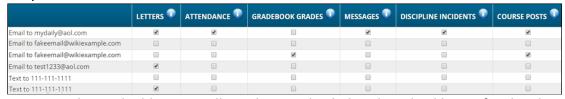




- 4. For each email address or cell number, check the Alert checkboxes for the alerts you wish to receive.
- **5.** Scroll to the bottom and click the Save Alert Preferences button.

Turning Off Alerts

- 1. Click on the ** MESSAGE CENTER tab.
- 2. At the top, click the Message Alert Setup button.
- 3. This brings up the Message Alert Setup screen. At the top is an explanation of each type of Alert. Below that is a list of all the email address and cell phone numbers on file for any of your students:



- 4. For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.
- **5.** Scroll to the bottom and click the Save Alert Preferences button.

Adding Emails and Cell Phone Numbers to Receive Alerts

The list of email addresses and cell phone numbers shown on the Message Center Alerts screen are those which you have provided for your own personal contact information. To add cell numbers or

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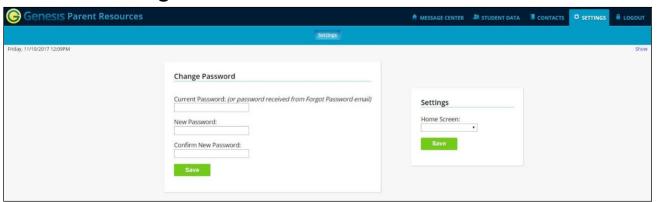
emails to the list, you must either use the controls on the CONTACTS screen, or, if you are not allowed to change your information there, you must contact your students' school(s).

	LETTERS ①	ATTENDANCE ①	GRADEBOOK GRADES	MESSAGES ①	DISCIPLINE INCIDENTS	COURSE POSTS ①
Email to mydaily@aol.com	€	€		€	€	•
Email to fakeemail@wikiexample.com						
Email to fakeemail@wikiexample.com			€			•
Email to test1233@aol.com	•					
Text to 111-111-1111						
Text to 111-111-1111	€					

All of your personal emails and cell phone numbers will be available here – this will usually be a short list.

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Personal Settings



Changing Passwords



To Change Your Password

- 1. Click on the SETTINGS tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
- 2. Enter your current password
- 3. Enter the new password you desire
- 1. Re-enter the new password you desire.
- 2. Click Save

When are you required to change your password?

If your password is changed by the system administrator, the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you must do the following:

- 1. Enter your current password
- 2. Enter the new password you desire
- 3. Re-enter the new password you desire.
- 4. Click Save

Setting Your Home Screen



To set your entry screen:

- 1. Click on the settings tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
- 2. Locate the "Settings" panel on the right.
- 3. Choose a new Home screen.
- 4. Click Save

Frequently Asked Questions (FAQ)

1. Where do I get my login?

Your Genesis Parent Portal login will usually be your email address.

You will give the email address you want to use as your login to your school or district.

The school or district will tell you when your login has been entered into the Genesis system.

If your email address is *not* going to be your login, your school or district will assign you a login.

2. What if I forget my password?

To replace a lost password you must call your school or district.

Information as to who to call should be provided to you in your Parent Portal Welcome Packet.

You cannot be given your existing password: for safety reasons, Genesis never displays a user's password, **even to the system administrators**.

If you lose or forget your password, you will be given a new, randomly generated password.

You will then be required to change the new password the next time you login to Genesis Parent Portal.

3. What is the URL for Web Access?

You will be given the URL for the Parent Portal in your Welcome Packet. If you do not have the Welcome Packet, you must contact your **school** or **district** to find out the correct URL.

4. How do I log out of Web Access?

There is a small "Logout" button at the upper right of every Web Access screen. Click the "Logout" button.

5. How can I update my student's Attendance information?

You cannot update any information. If you believe any information is wrong, you must contact your child's guidance counselor.

6. Is it ok for me to just close the browser rather than log off? Do I really need to log off?

Closing your browser is not the same as logging off. You *must* log off of the Parent Portal to eliminate the possibility of someone else accidentally getting access to your student's information.

For example, if you are accessing Web Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Web Access session and view your child's information. Logging off properly terminates the Web Access session.

Always log off of Web Access – Never just close your browser

7. What if I do not have access to all my students?

If you need access to a student that is not yet linked to your Parent Portal login you must call your school or district office.

Each district will have its own procedures and regulations regarding linking a student to Parent Portal login.

It may be possible that Parent Portal is in a 'roll out' phase and is only offered in some of the schools in your district and not in others. Refer to your Welcome Packet for information on whom or where to call.

8. What if I don't have access to my child's Report Card?

Usually a school only displays the most recent report card that was sent home. If the actual report card is not available online, it may be that none has yet been sent home or that the previous Marking Period's report card has been "turned off" so that the new Marking Period's report card can be prepared.

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