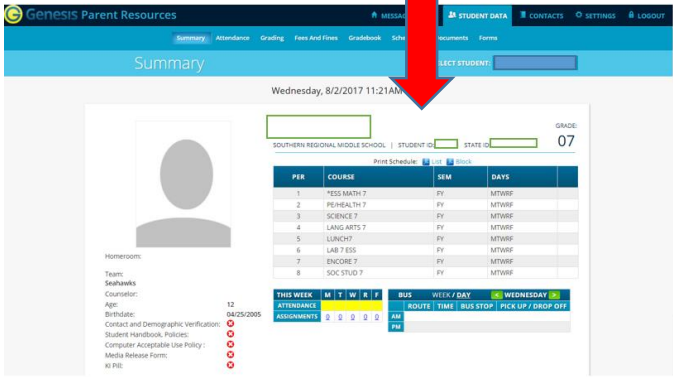


Genesis Parent Portal Frequently Asked Questions

Question	Answer																																																												
<p>Where do I get my login?</p>	<p>If you do not currently have a username and password to access this site, please contact your child's main office or guidance office to update your email address. An account will be created and you will receive an email explaining how to access this site.</p>																																																												
<p>How can I print my child's schedule and bus information?</p>	<p>An email alert will be sent out when student schedules are available to print from the Parent Portal Summary Page. All bus information is on the schedule page.</p>  <p>The screenshot shows the 'Summary' page for a student at Southern Regional Middle School. The page includes a student profile, a list of courses, and a bus schedule. A red arrow points to the 'Print Schedule' button.</p> <table border="1" data-bbox="1176 776 1480 893"> <thead> <tr> <th>PER</th> <th>COURSE</th> <th>SEM</th> <th>DAYS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TESS MATH 7</td> <td>FY</td> <td>MTWRF</td> </tr> <tr> <td>2</td> <td>PE HEALTH 7</td> <td>FY</td> <td>MTWRF</td> </tr> <tr> <td>3</td> <td>SCIENCE 7</td> <td>FY</td> <td>MTWRF</td> </tr> <tr> <td>4</td> <td>LANG ARTS 7</td> <td>FY</td> <td>MTWRF</td> </tr> <tr> <td>5</td> <td>LANCHT</td> <td>FY</td> <td>MTWRF</td> </tr> <tr> <td>6</td> <td>LAB T ESS</td> <td>FY</td> <td>MTWRF</td> </tr> <tr> <td>7</td> <td>ENCORE 7</td> <td>FY</td> <td>MTWRF</td> </tr> <tr> <td>8</td> <td>SOC STUD 7</td> <td>FY</td> <td>MTWRF</td> </tr> </tbody> </table> <table border="1" data-bbox="1176 901 1480 950"> <thead> <tr> <th>THIS WEEK</th> <th>M</th> <th>T</th> <th>W</th> <th>R</th> <th>F</th> <th>BUS</th> <th>WEEK DAY</th> </tr> </thead> <tbody> <tr> <td>ATTENDANCE</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>AM</td> <td>WEDNESDAY</td> </tr> <tr> <td>ASSIGNMENTS</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>AM</td> <td>7:30</td> </tr> </tbody> </table>	PER	COURSE	SEM	DAYS	1	TESS MATH 7	FY	MTWRF	2	PE HEALTH 7	FY	MTWRF	3	SCIENCE 7	FY	MTWRF	4	LANG ARTS 7	FY	MTWRF	5	LANCHT	FY	MTWRF	6	LAB T ESS	FY	MTWRF	7	ENCORE 7	FY	MTWRF	8	SOC STUD 7	FY	MTWRF	THIS WEEK	M	T	W	R	F	BUS	WEEK DAY	ATTENDANCE	0	0	0	0	0	AM	WEDNESDAY	ASSIGNMENTS	0	0	0	0	0	AM	7:30
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How do I complete the required forms for my child?

1. Click the Forms tab to access the Forms Library.

The screenshot shows the 'Summary' page for a student at Southern Regional Middle School. The 'Forms' tab is highlighted in the top navigation bar, with a red arrow pointing to it. Below the navigation bar, there is a 'Summary' header and a 'SELECT STUD' button. The main content area displays student information, including a name field, a 'GRADE: 07' indicator, and a 'SOUTHERN REGIONAL MIDDLE SCHOOL' label. A 'Print Schedule' button is visible. Below this is a table with columns 'PER', 'COURSE', 'SEM', and 'DAYS'. The table lists courses such as 'ESS MATH 7', 'PEHEALTH 7', 'SCIENCE 7', 'LANG ARTS 7', 'LUNCH?', 'LAB 7 ESS', 'ENCORE 7', and 'SOC STUDIO 7'. At the bottom of the page, there is a 'Forms Library' section with a table of forms to be completed.

PER	COURSE	SEM	DAYS
1	ESS MATH 7	PY	MTWTF
2	PEHEALTH 7	PY	MTWTF
3	SCIENCE 7	PY	MTWTF
4	LANG ARTS 7	PY	MTWTF
5	LUNCH?	PY	MTWTF
6	LAB 7 ESS	PY	MTWTF
7	ENCORE 7	PY	MTWTF
8	SOC STUDIO 7	PY	MTWTF

2. From the Forms Library screen, you will see a list of the forms that need to be completed for your child.

The screenshot shows the 'Forms Library' page. At the top, there is a 'FORMS LIBRARY' header and a date 'Wednesday, 8/8/2017 8:08AM'. Below the header, there is a message: 'Use the "Select Language" dropdown menu in the bottom left corner of the screen to translate this page.' The main content area is titled 'Forms Library' and 'Today is 8/8/2017'. Below this, there is a message: 'These are the online forms that are available for [Name]'. A table lists the forms and their submission status.

FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1. Contacts, Demographics, Legal and Health Information	Not Yet Submitted				
2. Student Handbook, Policies and Health Curriculum	Not Yet Submitted				
3. Computer Acceptable Use Policy (CAUP)	Not Yet Submitted				
4. Media Release Form	Not Yet Submitted				
5. Potassium Iodide (KI) Information and Permission Slip	Not Yet Submitted				
6. Home Language Survey	Not Yet Submitted				

How do I change contact information?

1. Click on the Contacts and Demographic Information Form
2. Click to view your contact in a new tab

3. Click the blue square (pdf icon) to view the full contact information.

4. If any of the information is incorrect, print the page, make corrections, sign the form, and return it to the main office.
5. To navigate back to the Forms page, close the Contacts page and you will be redirected back to the previous page.

How do I check to make sure that I have completed all of the required forms?

On the Forms Library page, you will see a date and username in the submitted column next to each required form.

Can I change my responses after I submit the forms?

No. Any changes need to be communicated to the following staff members.

Grade Level	Contact Person	Phone	Email
7	Susan Howley	609-597-9481 ext. 4216	Showley1@srsd.net
8	Terry Pona	609-597-9481 ext. 4215	tpona@srsd.net
9	Mary Lou Sprague	609-597-9481 ext. 4287	msprague@srsd.net
10	Charlene Collamer	609-597-9481 ext. 4301	ccollamer@srsd.net
11	Linda Minafo	609-597-9481 ext. 4264	lminafo@srsd.net
12	Brenda Fredrickson	609-597-9481 ext. 4303	bfredrickson@srsd.net

<p>What do I do if I need help with the forms?</p>	<p>Please contact the professional assistant assigned to your child's grade level.</p>																																
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