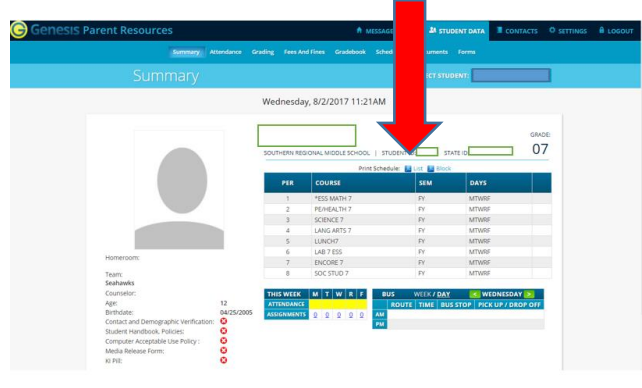


## Genesis Parent Portal Frequently Asked Questions

| Question   | Answer  |     |        |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
|--|---|-----|--------|-----|------|---|-------------|----|-------|---|-------------|----|-------|---|-----------|----|-------|---|-------------|----|-------|---|-------|----|-------|---|-----------|----|-------|---|----------|----|-------|---|------------|----|-------|
| <p><b>Where do I get my login?</b></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><b>How can I print my child's schedule and bus information?</b></p> | <p>Student schedules will be available to print from the Parent Portal Summary Page on August 30<sup>th</sup>. All bus information is on the schedule page.</p> <div style="text-align: center;">  <p>The screenshot shows the 'Genesis Parent Resources' interface. The 'Summary' page displays the student's name, school (Southern Regional Middle School), and grade (07). A table lists the student's courses and their days. Below the table, there are links for 'Print Schedule', 'Bus', and 'Bus Stop'. A red arrow points to the 'Print Schedule' link.</p> <table border="1" data-bbox="1186 771 1465 876"> <thead> <tr> <th>PK#</th> <th>COURSE</th> <th>SEM</th> <th>DAYS</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>YESS MATH 7</td> <td>FY</td> <td>MTWSP</td> </tr> <tr> <td>2</td> <td>PE&amp;HEALTH 7</td> <td>FY</td> <td>MTWSP</td> </tr> <tr> <td>3</td> <td>SCIENCE 7</td> <td>FY</td> <td>MTWSP</td> </tr> <tr> <td>4</td> <td>LANG ARTS 7</td> <td>FY</td> <td>MTWSP</td> </tr> <tr> <td>5</td> <td>LUNCH</td> <td>FY</td> <td>MTWSP</td> </tr> <tr> <td>6</td> <td>LAB 7 ESS</td> <td>FY</td> <td>MTWSP</td> </tr> <tr> <td>7</td> <td>ENCORE 7</td> <td>FY</td> <td>MTWSP</td> </tr> <tr> <td>8</td> <td>SOC STUD 7</td> <td>FY</td> <td>MTWSP</td> </tr> </tbody> </table> </div> | PK# | COURSE | SEM | DAYS | 1 | YESS MATH 7 | FY | MTWSP | 2 | PE&HEALTH 7 | FY | MTWSP | 3 | SCIENCE 7 | FY | MTWSP | 4 | LANG ARTS 7 | FY | MTWSP | 5 | LUNCH | FY | MTWSP | 6 | LAB 7 ESS | FY | MTWSP | 7 | ENCORE 7 | FY | MTWSP | 8 | SOC STUD 7 | FY | MTWSP |
| PK#  | COURSE  | SEM | DAYS   |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
| 1  | YESS MATH 7   | FY  | MTWSP  |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
| 2  | PE&HEALTH 7   | FY  | MTWSP  |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
| 3  | SCIENCE 7   | FY  | MTWSP  |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
| 4  | LANG ARTS 7   | FY  | MTWSP  |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
| 5  | LUNCH   | FY  | MTWSP  |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
| 6  | LAB 7 ESS   | FY  | MTWSP  |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
| 7  | ENCORE 7  | FY  | MTWSP  |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |
| 8  | SOC STUD 7  | FY  | MTWSP  |     |      |   |             |    |       |   |             |    |       |   |           |    |       |   |             |    |       |   |       |    |       |   |           |    |       |   |          |    |       |   |            |    |       |

**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. A red arrow points to this tab. The page displays student information, a course schedule table, and various form links.

| PER | COURSE      | SEM | DAY   | TIME        |
|-----|-------------|-----|-------|-------------|
| 1   | ESS MATH 7  | PY  | TR    | 8:00-8:45   |
| 2   | PE/HEALTH 7 | PY  | MTWRF | 8:50-9:40   |
| 3   | SCIENCE 7   | PY  | MTWRF | 9:45-10:35  |
| 4   | LANG ARTS 7 | PY  | MTWRF | 10:40-11:30 |
| 5   | LLUNCH?     | PY  | MTWRF | 11:35-12:25 |
| 6   | LAB 7 ESS   | PY  | MTWRF | 12:30-1:20  |
| 7   | ENCORE 7    | PY  | MTWRF | 1:25-2:15   |
| 8   | SOC STUD 7  | PY  | MTWRF | 2:20-3:10   |

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. It displays a list of forms that are available for completion. The date is 8/8/2017. The forms listed are:

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

**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 | <a href="mailto:showley1@srsd.net">showley1@srsd.net</a>         |
| 8           | Terry Pona         | 609-597-9481 ext. 4215 | <a href="mailto:tpona@srsd.net">tpona@srsd.net</a>               |
| 9           | Mary Lou Sprague   | 609-597-9481 ext. 4287 | <a href="mailto:msprague@srsd.net">msprague@srsd.net</a>         |
| 10          | Charlene Collamer  | 609-597-9481 ext. 4301 | <a href="mailto:ccollamer@srsd.net">ccollamer@srsd.net</a>       |
| 11          | Linda Minafo       | 609-597-9481 ext. 4264 | <a href="mailto:lminafo@srsd.net">lminafo@srsd.net</a>           |
| 12          | Brenda Fredrickson | 609-597-9481 ext. 4303 | <a href="mailto:bfredrickson@srsd.net">bfredrickson@srsd.net</a> |



| <p><b>What do I do if I need help with the forms?</b></p>                  | <p>Please contact the professional assistant assigned to your child's grade level.</p>   |                        |  |       |       |   |              |                        |  |   |            |                        |  |   |                  |                        |  |    |                   |                        |  |    |              |                        |  |    |                    |                        |  |  |  |  |  |
|--|--|------------------------|--|-------|-------|---|--------------|------------------------|--|---|------------|------------------------|--|---|------------------|------------------------|--|----|-------------------|------------------------|--|----|--------------|------------------------|--|----|--------------------|------------------------|--|--|--|--|--|
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|  |  |                        |  |       |       |   |              |                        |  |   |            |                        |  |   |                  |                        |  |    |                   |                        |  |    |              |                        |  |    |                    |                        |  |  |  |  |  |
| <p><b>How do I complete the forms if I don't have computer access?</b></p> | <p>Paper forms are available in the main offices.</p>  |                        |  |       |       |   |              |                        |  |   |            |                        |  |   |                  |                        |  |    |                   |                        |  |    |              |                        |  |    |                    |                        |  |  |  |  |  |