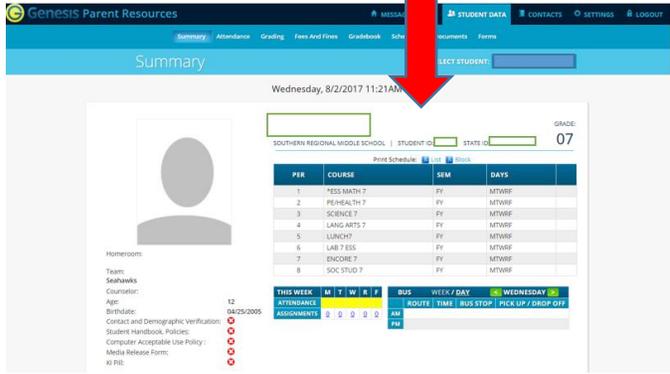
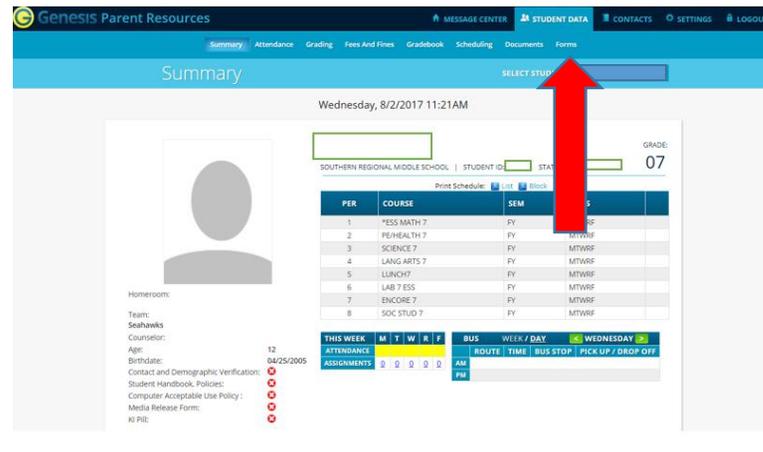


Genesis Parent Portal Frequently Asked Questions

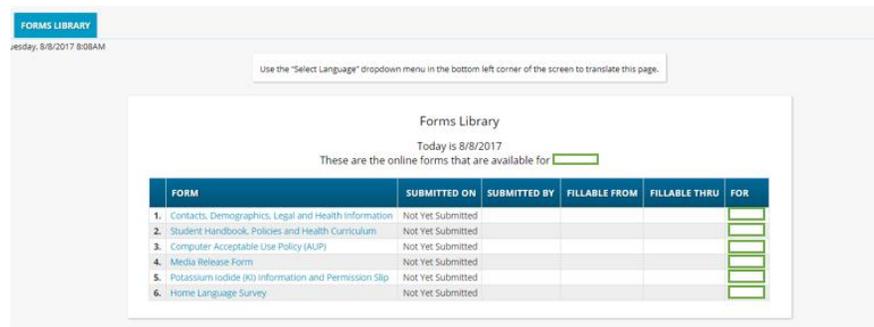
Question	Answer
<p>Where do I get my login?</p>	<p>If you do not currently have a username and password to access this site, please contact your child's main office or guidance office to update your email address. An account will be created and you will receive an email explaining how to access this 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> <div style="text-align: center;">  <p>The screenshot shows the 'Genesis Parent Resources' interface. The 'Summary' page for a student at Southern Regional Middle School is displayed. The student's grade is 07. A table lists the student's schedule with columns for PER, COURSE, SEM, and DAYS. Below the schedule table, there are sections for 'THIS WEEK' (Attendance, Assignments) and 'BUS' information (Route, Time, Bus Stop, Pick Up / Drop Off). A red arrow points to the 'Print Schedule' button located above the schedule table.</p> </div>

How do I complete the required forms for my child?

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



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



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	Pam Zoladz	609-597-9481 ext. 4214	Pzoladz@srsd.net
8	Susan Howley	609-597-9481 ext. 4216	Showley1@srsd.net

How do I complete the forms if I don't have computer access?

Paper forms are available in the main offices.