The Evesham Township School District utilizes the Genesis Student Information System. Genesis provides a user-friendly, high performance platform that is also utilized by the Lenape Regional High School District. Within this comprehensive system is a parent portal module to provide parents/guardians with up-to-date, readily accessible information about your child's progress in school.

At this time, elementary parents are able to view the following:

- Homeroom teacher
- Bus number
- Daily attendance
- Online documents/forms

- Trimester report card grades
- Contact information*
- Posting of letters

At the middle school level, parents have access to view the following:

- Homeroom teacher
- Bus number
- Student schedules
- Daily attendance
- Posting of letters

- Grading assignments
- Trimester interim reports
- Report card grades
- Contact information*
- Online documents/forms

In the future as elementary parents and staff become more familiar with the system, grading assignments at the upper elementary grade levels will be added.

*It is important to keep contact information up to date through Genesis. Parents/guardians have access to make these updates as needed at any time. Please review the directions that start on the next page should you need to change any of your current contact information.

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.

A ⬛ PDF icon may appear next to the name of each of your children to allow you to print out their current contact information.

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 yourself – who are allowed to view the children's information.
-   Other contacts – all other people whom you wish the school to be aware of in your children's lives, including:
    -   o   Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
    -   o   Doctors
    -   o   Dentists
    -   o   Hospital to use in an emergency if hospitalization is required.
    -   o   Other people it is important that the school know about.

The Contacts screen has an area for each of your children and within a child's area; there is a separate section for each Contact.

Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the PDF icon next to the student's name and click it.

Contacts for Caitlin Daily   [Click this icon]

This will bring up a report of this student's Contact information:

Contacts for Daily, Caitlin				
As of 06/29/2013				
Contact Name	**Type**	**Relationship**	**Phone**	**Email**
Caitlin Daily	Student	Student	733-555-9897 (Cell)* 856-999-1928 (Cell)	ewdaily@home.com (Home)
Addresses	Legal Residence Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River,NJ 08755			
Contact Name	**Type**	**Relationship**	**Phone**	**Email**
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 732-598-0667 (Cell) 609-777-0001 x567 (Work)	gciano@genesisedu.com (Home) fwd@aol.com (Home) jrussak@gmail.com (Home)
Addresses	Home Address A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River,NJ 08755	Home Address A D G R S Ms. Mary Daily 4 METLARS LA, Apt. 2c Toms River,NJ 08755 Mailing Address A D G R S Dolores Smith P/O/ Box 145 Riverdale,NJ 07457		
Contact Name	**Type**	**Relationship**	**Phone**	**Email**
John Doe	Emergency 1		215-333-2223 (Home)*	test1233@aol.com (Work)
Contact Name	**Type**	**Relationship**	**Phone**	**Email**
Ms. Gloria Anderson	Other	Cousin		
Addresses	Home Address Ms. Mary Anderson 4 MADISON AVE, Apt. 2c Toms River,NJ 08755			
Contact Name	**Type**	**Relationship**	**Phone**	**Email**
Overlook Hospital	Other	Hospital	999-976-5432 (Home)*	

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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.

Scroll down to view additional students and contact information

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:

Dolores Smith Guardian 1 Mother

TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9876 x Verizon	☑	☑	☐	☐	☐	▾	🗑
Cell Phone:	732-598-0667 x Alltel	☑	☑	☐	☐	☐	▾	🗑
Cell Phone:	609-777-0001 x 567 Alltel	☐	☐	☐	☑	☐	▾	🗑
Email (Home):	gciano@genesisedu.com 👤			☐				🗑
Email (Home):	rwd@aol.com 👤			☐				🗑
Email (Home):	jrussak@gmail.com 👤			☐				🗑
Add Phone/Email	Home Email ▾	Save All Changes						

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:

TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x Verizon	☐	☐	☐	☐	☐	▾	🗑

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:

Email (Home):	rwd@aol.com 👤			☐				🗑

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.

Caitlin Daily Student

TYPE		ATTENDANCE	EMERGENCY	PTO	TEXT MESSAGE	PRIMARY PHONE	DISTRICT CONTACT FLAG	
Cell Phone:	733-555-9897 x Verizon	☐	☐	☐	☐	☐	▾	🗑
Cell Phone:	856-999-1928 x Select Provider	☐	☐	☐	☐	☐	▾	🗑
Email (Home):	ewdaily@home.com			☐				🗑
Add Phone/Email	Home Email ▾	Save All Changes						

You may not see any special flags:

Updating Information for a Contact
Each section contains information for a single Contact:

Dolores Smith Guardian 1 Mother								
TYPE		**ATTENDANCE**	**EMERGENCY**	**PTO**	**TEXT MESSAGE**	**PRIMARY PHONE**	**DISTRICT CONTACT FLAG**	
Cell Phone:	733-555-9876 x Verizon	☑	☑	☐	☐	☐	▼	🗑
Cell Phone:	732-598-0667 x Alltel	☑	☑	☐	☐	☐	▼	🗑
Cell Phone:	609-777-0001 x 567 Alltel	☐	☐	☐	☑	☐	▼	🗑
Email (Home):	gciano@genesisedu.com 🔺			☐				🗑
Email (Home):	rwd@aol.com 🔺			☐				🗑
Email (Home):	jrussak@gmail.com 🔺			☐				🗑
Add Phone/Email	Home Email ▼	**Save All Changes**						

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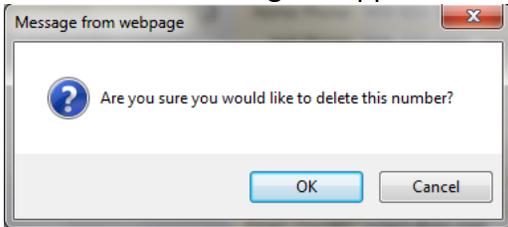- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

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:

A confirmation dialog will appear:

Click the OK button to continue and delete the email address or phone number.   Click Cancel to abandon the deletion and keep the information.
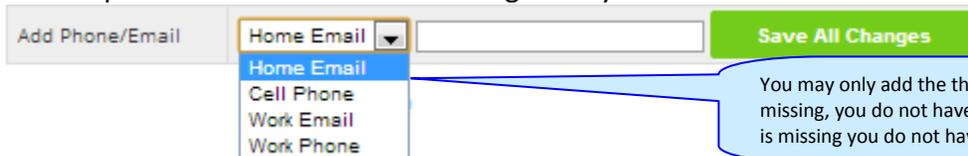
Adding a phone number or email address: To add a new phone number or email address locate the "Add Phone/Email" tool at the bottom of the Contact's information:

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:

You may only add the things in this list. If something is missing, you do not have permission to add it (e.g. if "Email" is missing you do not have permission to add Emails.)

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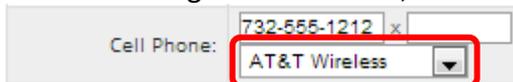
Select your provider, then scroll up or down (to the top or bottom of the page) and click the
[Save All Changes] button.

Adding a New Contact

If you have a [Show Add Contact...] 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 [Show Add Contact...] button. This brings up the "New Contact"
area 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:

The [Close / Change Contact / 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:
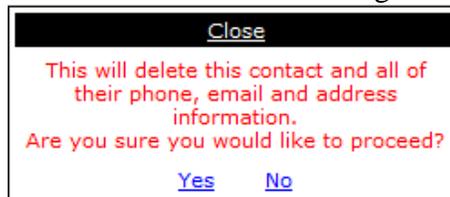
If you click Yes, the contact and all their information is permanently removed. If you click No, then the popup is closed and the contact is not deleted.

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.