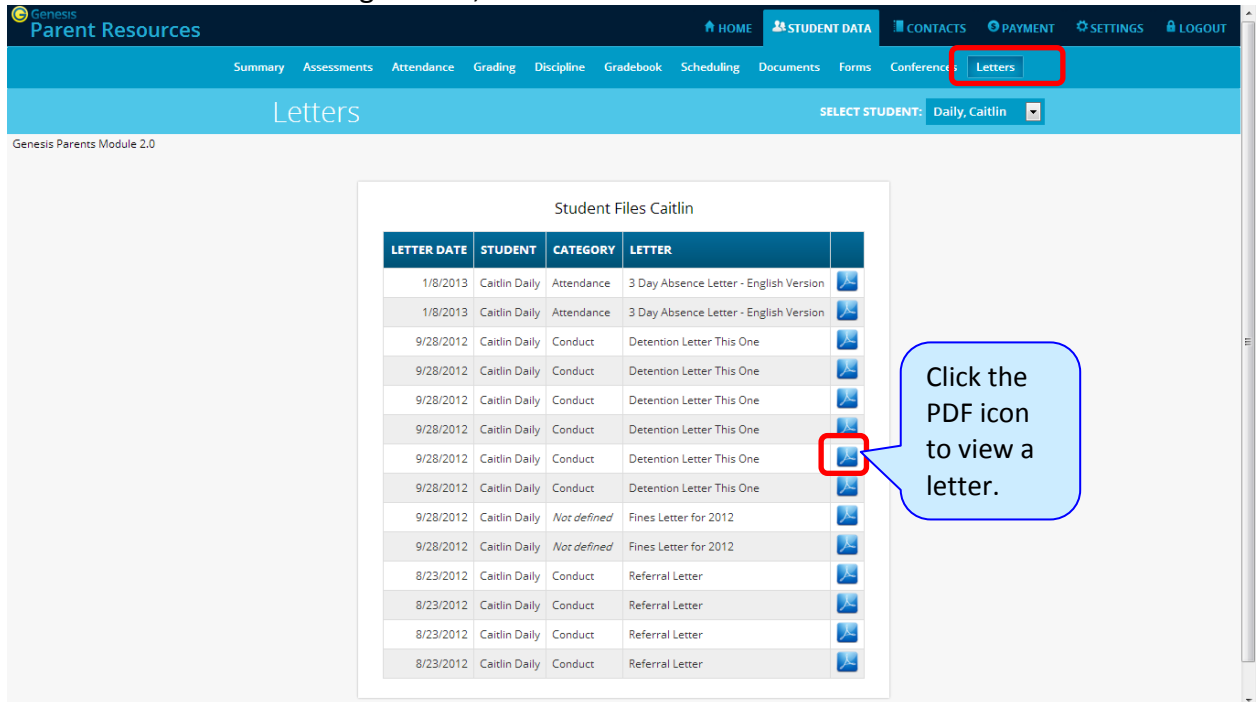
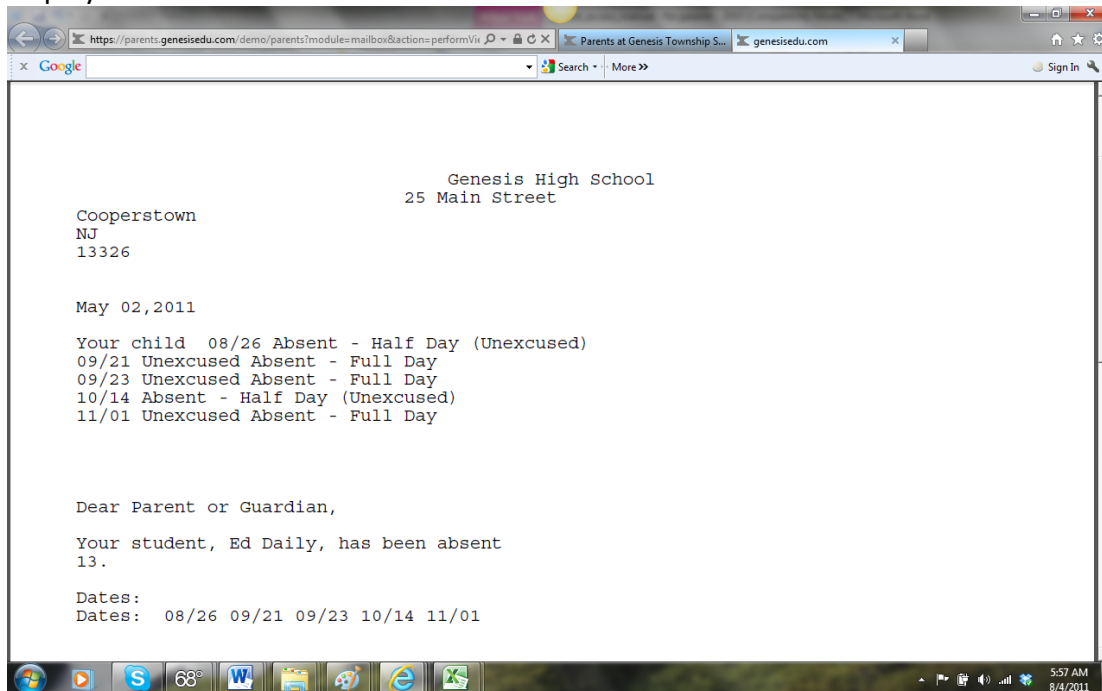


# Letters

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.



To view a letter, click on the PDF icon corresponding to it. This will open a separate window and display the letter:



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 on a printer, use the Adobe Printer icon to bring up a normal print dialog.

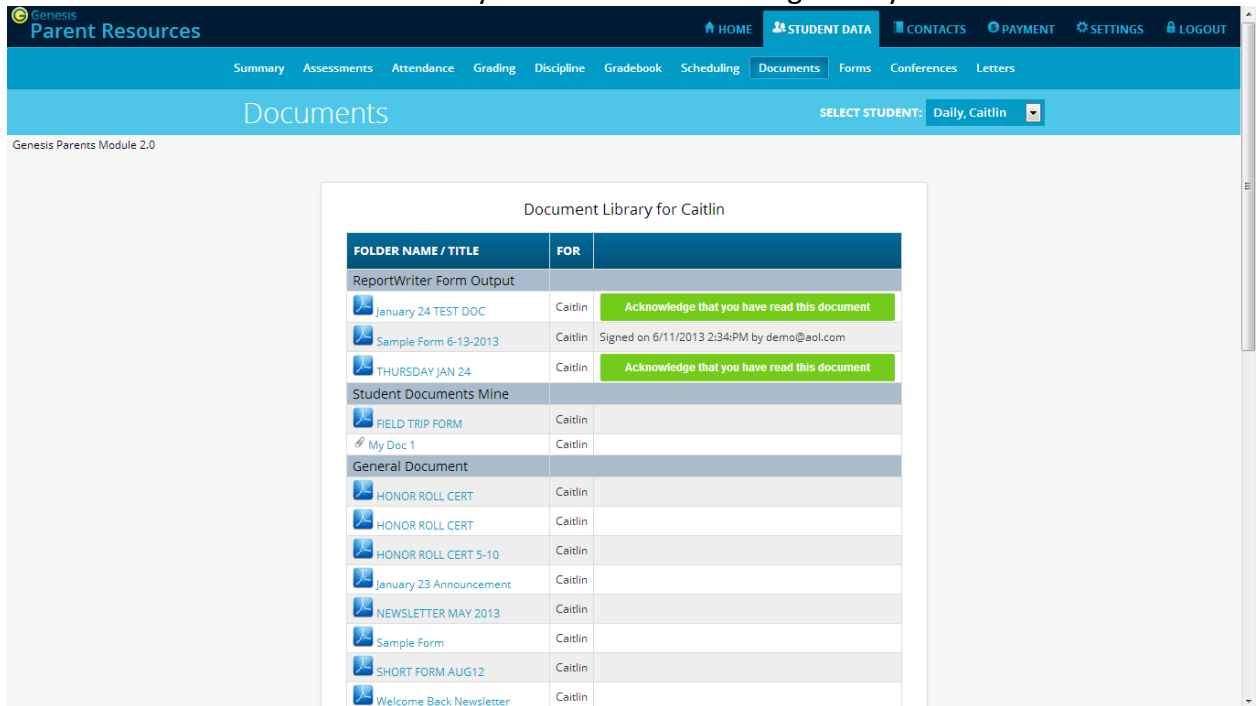
**What types of Letters are displayed?**

- **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.

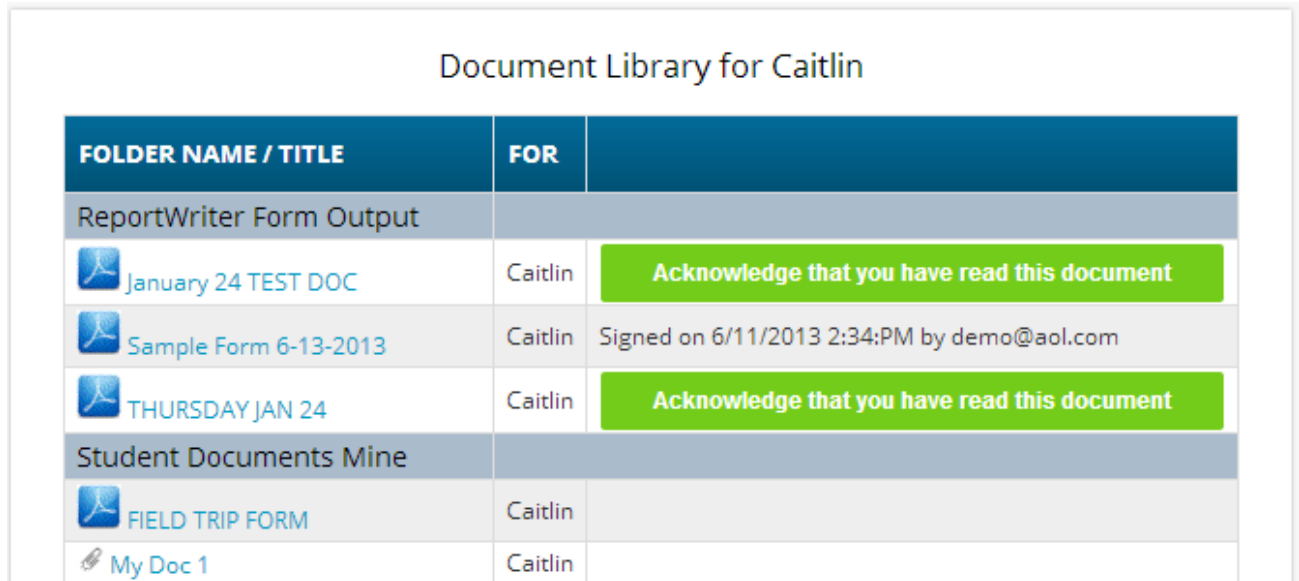
LETTER DATE	STUDENT	CATEGORY	LETTER	
1/8/2013	Caitlin Daily	Attendance	3 Day Absence Letter - English Version	

## Documents

The Documents screen lists documents that the school or district has linked to your student’s record. You can view these and maybe 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

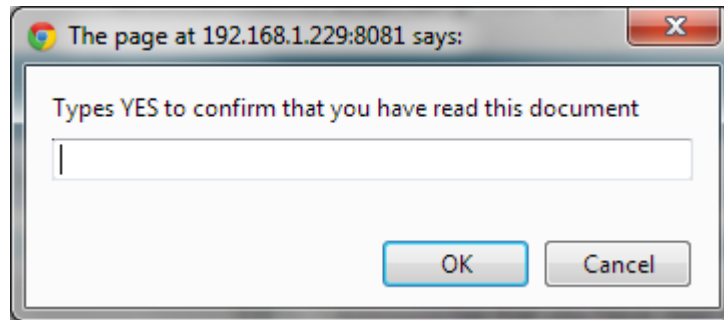
To download and view a document listed on this screen, click the PDF icon. This displays the contents of the selected document.

### Acknowledge that you have read the Document – This is “signing” the document

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

Acknowledge that you have read this document

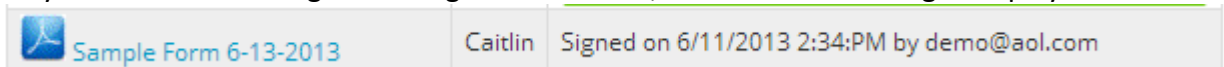
button. This causes a confirmation dialog to appear:



You must type the word **YES (all in capital letters)** into this dialog box and click the **OK** button to acknowledge that you have read the corresponding document.

**WARNING:** Clicking the *Acknowledge that you have read this document* 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

Genesis Parents Module 2.0

Forms Library  
Today is 6/28/2013  
These are the online forms that are available for **Caitlin**.

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	Sample Template April 18 2013	4/18/2013	demo@aol.com			Caitlin
2.	Sample Template Sept 2013	4/18/2013	demo@aol.com			Caitlin
3.	Basic Information	3/26/2013	demo@aol.com			Caitlin
4.	Activity Questionnaire	Not Yet Submitted				Caitlin
5.	Survey - New School Year	Not Yet Submitted				Caitlin
6.	Transcript Request	Not Yet Submitted				Caitlin

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## Filling Forms

If any forms are available for you to fill out, they will appear on the [Student Data→Forms](#) screen. Clicking on the name of a form opens it so that you can answer the questions it contains.

Genesis Parents Module 2.0

Forms Library  
**Activity Questionnaire for Caitlin**

Activity Questionnaire

QUESTION	ANSWER
Do you intend to engage in any activities this year?	<input type="checkbox"/>
What activity are you most interested in engaging in?	<input type="text"/>
Tell us about your interests?	<input type="text"/>
Question? Please visit www.askme.com for help	<input type="text"/>

Questions marked with an \* are required.

[Update Answers](#)

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**To Fill out a Form**

1. Go to the [Student Data](#)→[Forms](#) tab.
2. Select the Form to fill in and click on its highlighted name:

Forms Library

Today is 6/28/2013

These are the online forms that are available for **Caitlin**.

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	<a href="#">Sample Template April 18 2013</a>	4/18/2013	demo@aol.com			Caitlin
2.	<a href="#">Simple Template Sept 2013</a>	4/18/2013	demo@aol.com			Caitlin
3.	<a href="#">Basic Information</a>	3/26/2013	demo@aol.com			Caitlin
4.	<a href="#">Activity Questionnaire</a>	Not Yet Submitted				Caitlin
5.	<a href="#">Survey - New School Year</a>	Not Yet Submitted				Caitlin
6.	<a href="#">Transcript Request</a>	Not Yet Submitted				Caitlin

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

Forms Library  
Activity Questionnaire for Caitlin

Activity Questionnaire

QUESTION	ANSWER
Do you intend to engage in any activities this year?	<input type="checkbox"/>
What activity are you most interested in engaging in?	<input type="text"/>
Tell us about your interests?	<div style="border: 1px solid gray; height: 40px;"></div>
Question? Please visit <a href="http://www.askme.com">www.askme.com</a> for help	<input type="text"/>

Questions marked with an \* are required.

[Update Answers](#)

4. 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.