



Roselle Public Schools

Office of Enrollment & Data Systems
710 Locust Street
Roselle, New Jersey 07203
Telephone: 908-298-2040 ext: 2045
Email: eds@roselleschools.org

Parents & Guardians

The Roselle Public School district uses the Genesis Information System to store all student information from demographic information to attendance, grades and discipline and much more. One of the features of Genesis is the Genesis Parental Portal. This is used for parents to view his/her child's information via the Internet.

Through the Parent Portal, parents will be able to view his/her child's attendance, discipline, grading (report cards) and gradebook. Parents can set preferences to have alerts sent to his/her email regarding absences, tardies, and gradebook updates.

To provide this service, parent registration is required. Please complete the attached form and return it to your school's main office secretary. Upon identification verification, the form will be sent for the setup to be completed.

You will receive your username, password and a user guide via email within 10 days of verification.

Additional registration forms can be obtained by visiting www.roselleschools.org and click **Resources** then, **Parents** tab.

Please be reminded, only verified Parents, Guardians and Students may have access to this information. The requestor **MUST** be in Genesis as a contact.



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Genesis Parent Access Registration Form

Please Print

| Parent/Guardian Last Name | Parent/Guardian First Name | Role (ex. Parent/Guardian) |
|---------------------------|----------------------------|-------------------------------|
| | | |
| Telephone# | Cell Phone# | Email Address |
| | | |
| Child's Name | School | Grade Level |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |

Requestor Signature Date

Print Verifier Name Verifier Signature