



MONTGOMERY TOWNSHIP SCHOOL DISTRICT

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Corie Gaylord
Director of Student
Academic & Counseling Services

August 2017

Dear Parents and Guardians,

I trust that you and your family are having a restful, restorative, and happy summer. Our administrative team has been working diligently throughout the summer to ensure a smooth opening of school for your children.

Last year, as a result of parent feedback, we changed the method of collection for our required back-to-school information from hard copy signatures to digital signatures. We hope that made the start of school a bit easier for our Montgomery families and we are continuing that process this year.

Many of these forms will be collected online via our Genesis - Parent Access system. These forms are accessible only to you, and are securely stored in our student information database.

To complete this process, please log onto Genesis - Parent Access and complete the required forms with a digital signature between 5:00 PM on August 18, 2017 and 5:00 PM on August 25, 2017. During this time period, you will have Genesis Parent Access to the following areas only: Contacts, Forms, and Documents until these items are completed.

Contacts:

- Please update all personal contact information

Forms:

- 2016-2017 Emergency Medical Information
- Military Affiliation Questionnaire
- Health Insurance Questionnaire
- Media Release Form
- Bring Your Own Device (BYOD) *MHS Only
- Survey Permission Letter *MHS Only

Documents:

- Student Handbook Acknowledgement
- Acceptable Use Policy Acknowledgement
- Confirming Contact Information Document

*These forms are mandated by either the State of New Jersey or our district. *Please note that some school buildings may require additional forms based upon a variety of factors including: Board policy, State regulations, and the age of your child.*

Student schedules and class assignments will be made available to our families after 5:00 PM on Friday, August 25, 2017, once all forms are completed. After that, you will resume full access to Genesis - Parent Access. If you were unable to complete the forms prior to this date, there is no need to worry! Your child's schedule and class assignment will become immediately accessible to you electronically upon submitting the required forms any time after 5:00 PM on August 25, 2017, and prior to the first day of school, September 7, 2017.

For your convenience, each item can be completed independently of the other. However, forms with required fields must be completed once started - you cannot save a partially completed form.

Detailed information on how to complete this process and to answer any additional questions you may have can be found under the Parent/Community - Genesis Parent Access on our website, in addition to being posted on eNews and emailed directly to you.

If you are having trouble with your Genesis/Parent Resource login, please contact Jaime Velez at jvelez@mtsd.us.

Have a wonderful remainder of the summer! We are looking forward to working with you and your family throughout the upcoming school year.

Sincerely,

Corie Gaylord

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Director of Student Academic & Counseling Services