GLEN ROCK PUBLIC SCHOOLS

GENESIS PARENT PORTAL REQUEST FORM

Please fill this form out completely and mail, email, or FAX it to your child's school – for elementary schools, please send this form to the main office, for the middle school or high school, please send this form to the Guidance Office. In order to view your child's report card and attendance information, you must have a Parent Portal account. Access to the Genesis Parent Portal will be granted when your information is entered into the system. Once the office has completed your Parent Portal registration, you will receive an email from Genesis with a temporary password and instructions on how to login and change your password information. Please keep your password in a safe place for future reference.

Please clearly print all information and sign your name at the bottom. Any errors may delay our ability to provide you with access to the Genesis Parent Portal.

Parent / Guardian Information

(Please Print Legibly)

Parent/Guardian Primary Email Address (this is required as it will be your Login ID)

Email Address (will be login name) _____@_____

First Name: _____   Last Name: _____

Telephone # (_____) _____ - _____

Relationship to child(ren)_____

Student Information

(Please Print Legibly)

Student #1

First Name: _____   Last Name: _____

Grade: _____   Date of Birth:_____/_____/_____   School:_____

Student #2

First Name: _____   Last Name: _____

Grade: _____   Date of Birth:_____/_____/_____   School:_____

Student #3

First Name: _____   Last Name: _____

Grade: _____   Date of Birth:_____/_____/_____   School:_____

Parent Signature _____   *Date* _____

If additional space is required, use the back of this form