Genesis Parent Access Portal

Livingston Public Schools provides parents with immediate and up-to-date student information through our Genesis Parent Access Portal. This secure portal is an on-line parent information system which will allow parents to update contact information and complete electronic forms and view the ongoing progress of their student(s).

At the beginning of each school year, the district asks that you log in and review the following – if you have more than one child in any of the Livingston Public Schools, please remember that you must update contact information and complete forms for <u>each</u> child:

CONTACTS TAB

- Parent/Legal Guardian Contact Information If the primary address on file has changed or is incorrect, you must contact the Registrar at 973-535-8000, x8002 or registrar@livingston.org to change it. All other information may be edited by you.
- **Emergency Contacts** We urge you to list individuals who can be contacted in the event that the Primary/Legal Guardian cannot be reached.
- Automated Alert Preferences An automated alert is sent via phone and/or email in the event of a
 delayed opening, school closure, early dismissal or other emergency to the phone numbers and e-mail
 addresses you select. Click "EB" to identify these contacts when reviewing and updating contact
 information. If you wish to receive a text message, be sure to indicate which phone number is a mobile
 one.

FORMS TAB

- Parent Acknowledgements/Authorizations Form
 - Grades K-5 Dismissal Information
 - o Grades 6-12 Permission to Administer Survey
 - o Grades 9-12 Release of Student Information
 - o Grade 12 Open Campus Lunch Contract
 - Grades K-12 LPS Code of Conduct Acknowledgement
 - o Grades K-12 All-Media Parental Permission Option
 - o Grades K-12 Permission to Share Rosters and Email Address
- Health Insurance Coverage Form This form must be completed to meet State-required reporting by our district (once for all children).
- Free and Reduced Lunch Form This form must be completed to meet State-required reporting by our district (once for all children).

During the school year, Parents will also have access to the following information:

- Elementary Class Teacher Assignment
- Schedules (for grades 6 through 12)
- Attendance Records
- Report Cards
- Progress Reports (for grades 6 through 12)
- Gradebooks (for grades 6 through 12)
- Grade History (for grades 6 through 12)

Please safeguard your User Name and Password for future use. If at any time you have forgotten your password, use the "Forgot My Password" link on the logon screen – an email will be sent to the primary email address on file with a temporary password.