



## Verona Public Schools, Office of the Superintendent

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Dear Parent(s)/Guardian(s):

As of September 2010, the Verona Public Schools has utilized the *Genesis* student information system. A component of the *Genesis* system is a parent portal that allows parents and guardians access to teacher gradebooks and other pertinent student information such as attendance records, progress reports, and report cards. In Spring 2011, we conducted a pilot of some of the online components with a select group of parents and teachers at the middle and high schools. After reviewing feedback received from the pilot participants, we have developed guidelines for access to the *Genesis* parent portal by all parents and guardians of students, grades 5-12, for the 2011-2012 school year.

You may access the *Genesis* parent portal via the "A+" icon on the top right of the district or school home page. We are currently setting up usernames and passwords for all parents who provided email addresses with your contact information for the 2010-2011 school year. In the coming weeks, you will receive an email from [parentportal@veronaschools.org](mailto:parentportal@veronaschools.org) with your username and password. Upon logging in, you will be able to view your child's 2011-2012 schedule. Additional components of the parent portal will be activated incrementally throughout the fall. A tentative timeline appears below:

- Mid-September: Attendance tab activated
- Mid-October: Progress Report tab activated
- Mid-November (end of MP1): Report Card tab activated
- Mid-November (beginning of MP2) Gradebook tab activated

As September 2011 is the first time all teachers, grades 5-12, will be required to utilize the *Genesis* gradebook, the gradebook portion of the parent portal will not be activated until Marking Period 2 in order to allow the teachers adequate time to become proficient in utilizing the online gradebook. Once the gradebook tab is activated, you can expect to view a student's grade within two weeks after the due date of an assignment. However, if an assignment is more extensive (e.g. research paper), the window within which the grade will appear in the online gradebook may be extended.

As components of the portal are opened, as indicated above, you will receive email updates. In order to assist you in navigating the parent portal, tutorial information will be posted on the web site as well as presented at an SCA meeting.

Thank you in advance for your cooperation and patience as we initiate the implementation of the *Genesis* parent portal. Please do not hesitate to contact me with any additional questions or concerns.

Sincerely,

*Elizabeth C. Jewett*

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