



Medford Township Public Schools

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August 20, 2018

Dear Parents / Guardians:

It is my hope that this letter finds you well and enjoying family, fun and relaxation. This past June, we reminded you that our beginning of the year paperwork is online for your review and acknowledgment. **As of today, the online system is available for those listed as Guardian 1 (legal guardian with primary residence). In a separate communication, you will receive your login name and a temporary password for Genesis. It will come from the email: genesis@medford.k12.nj.us. Please login to your Genesis account using that information and complete the forms at your earliest convenience.** Please note - last year's password **will not work**. You will need the new password from the email. By doing so, your child will be able to immediately begin using technology, accessing digital resources, and ensures that we have the information we need to support your child's education starting day one.

To log onto the system:

- Visit www.medford.k12.nj.us
- Click the "Parent Genesis Access" graphic at the top right of the screen
- Enter your login information (username and password) - your username is your email address
- Click Login
- On this screen, you will see your child's transportation information to review. Transportation information is scheduled to be posted to this site on August 24th.
- Click on the tab towards the top of the screen called, "Forms"
- If you have multiple children in our schools, notice a drop down menu at the top right. You will need to complete the forms for each child in our school system. Change to another child by using this dropdown.
- Go through each option and complete the required forms, one of which is to update your contact information. They are divided into three categories:
 - Documents Requiring Signatures (mandatory review and signature) or Review Confirmation
 - Documents Provided for Your Information (information for your review, but no action on your part)
 - Home & School Association Information
- When completed, make sure you click the green "Update Answers" button which will save all of your information.

Once you complete all of the forms, your child's front office staff will have access to it and will make sure the information is provided to the appropriate personnel. If you have a situation where this needs to be changed, please contact your child's Main Office secretary. The window for completing the online forms will close on September 21st and will not allow you to enter data after that point. Our hope is that you will complete these forms before the school year even begins as it is in the best interest of all.

Additionally, beginning August 24th, student transportation information will be available through Genesis. If your transportation is incorrect, please contact our Transportation supervisor, Ms. Liz Poblete, at epoblete@medford.k12.nj.us. Note that team placement information for Haines & Memorial will be posted on Genesis at a later date.

It is important to refrain from sharing your login credentials with anyone, including your child. Our secretaries will be randomly calling a number of families to make certain the process worked smoothly for you and to ensure the reliability of the information entered into the system. If you prefer to have hard copies of all the forms, please contact your child's Main Office. Upon request, a hard copy packet will be sent home which you will need to complete by hand and return to the school. Thank you very much for your time and your support. Enjoy the remainder of the summer.

Sincerely,

Joseph J. Del Rossi, Ed.D.
Superintendent of Schools