

MONROE TOWNSHIP PUBLIC SCHOOLS

**Woodland Elementary School
42 Harrison Avenue
Monroe Township, NJ 08831
Phone 732-251-1177
Fax 732-251-1563**

Adam Layman
Principal

Samantha McCloud
Assistant Principal

September 2018

Monroe Township School District utilizes Genesis "Parent Access" to enable parents &/or guardians of grades 4 & 5 students to access their child(ren)'s school record for the current school year. The school district allows access to the following information:

- Your child or children's progress reports and report cards
- Your child or children's daily attendance record

In addition, Parent Access will be used for distributing documents and forms. An email will be sent to parents/guardians notifying you that a document has been published for your review &/or approval via an electronic signature.

Please complete the form below and return to the school.

If you have already requested an account and are having trouble, please contact Karen Rucando via email at Karen.Rucando@monroe.k12.nj.us or you may dial (732) 521-2882 ext. 6050.

Sincerely,



Mr. Adam Layman
Principal

**MONROE TOWNSHIP BOARD OF EDUCATION
 MONROE TOWNSHIP HIGH SCHOOL
 200 Schoolhouse Road
 Monroe Township, NJ 08831**

TO: Monroe Township Network Operations Center

RE: Request for Genesis Parent Access Account

Date of Request _____

I am requesting access to the district's Genesis – Parent Access Webserver. I accept sole responsibility for securing my user account and password.

Parent Information:

First Name: _____

Last Name: _____

Mailing Address: _____

City: _____

Home Phone Number: _____

Work Phone Number (optional): _____

Email Address (This will be your username): _____

I certify that the information that I have provided is factual.

(Parent's Signature) _____

Student Information

Please enter information for each of the students you would like to register.

Student Name	Student ID #	School Name Circle One	Grade Level
		MTHS/ MTMS/AES/ OTS WES/ ML/ BES/ BB	
		MTHS/ MTMS/AES/ OTS WES/ ML/ BES/ BB	
		MTHS/ MTMS/AES/ OTS WES/ ML/ BES/ BB	

I certify that I have verified the parent/guardian information contained on this form.

(Guidance Official Please Initial) _____

For Official Use Only Password _____ Date Account Activated _____ NOC Personnel Initial _____
