

November 27, 2017

Dear Parent/Guardian:

Studies show when schools and families work together to support learning, children do better in school. The Diocese of Trenton and its schools support and encourage this important home/school partnership. One important tool for keeping the lines of communication open is Parent Access in Genesis which allows parents to see information about their own child's grades and attendance.

As stewards of both our environment and your tuition dollars, **we have decided to go 'green' with report cards and utilize Parent Access to communicate 1st and 2nd marking period grades.** Paper report cards will no longer be sent home until the final report card in June. Printable report cards will be available in Parent Access on the evening that report cards would have been distributed.

Parents of students in grades 3-8 will continue to have regular access to Parent Access throughout the marking period to review grades. Limited access, in the form of report cards only, will now be available for grades K – 2.

New users will receive an email containing their logon credentials. **Both Current and New Users, please make note of the following:**

LOGON CREDENTIALS

- All emails about Parent Access will come from parentsupport@dioceseoftrenton.org.
- Please read the entire email and follow the directions provided.
- DO NOT RESPOND TO THIS EMAIL OR CONTACT THE DIOCESE– IF YOU HAVE QUESTIONS, PLEASE CONTACT genesis@smlschool.org.
- Current Parent Access users- your current credentials will continue to get you into Parent Access and allow you to view the report card when it is available.

The email will include:

- Parent Access Address: <https://parents.dioceseoftrenton.org>
- User Name - All accounts are created with an email that you supplied to the school. Your credentials will be sent to that email address and it will also serve as your User Name.
- Password - Upon first receiving credentials, you will receive a nonsense password. It is suggested that you copy and paste the nonsense password when first logging on. As soon as you successfully log on, you will be prompted to change your password.
- Forgot Password Link - If you forget your password, you can click on the 'Forgot Password Link' and a new nonsense password will be sent via email.

For Security Reasons - If you attempt an incorrect password five times, your account will be locked out. Once the account is locked, you will have to contact genesis@smlschool.org to request that the account be unlocked. When the account is unlocked, you will be provided a new nonsense password.

WHAT YOU WILL HAVE ACCESS TO SEE IN PARENT ACCESS:

Grades K – 2 **Summary Page** – this page includes student name; school; student ID; homeroom; age; birthdate

Grading Page – report card and functionality for printing report card

Grades 3 – 8 **Summary Page** – this page includes student name; school; student ID; homeroom; age; birthdate; attendance for the week; assignments for the week

Attendance Page – summary of attendance for the entire school year

Grading Page – report card and functionality for printing report card

Gradebook Page – all courses scheduled and assigned teachers; running average in each course; the ability to view assignments/grades by day, week, month, trimester, full year; the ability to print assignments

PLEASE NOTE THAT GRADES K – 2 DOES NOT INCLUDE THE ATTENDANCE OR GRADEBOOK PAGES IN PARENT ACCESS

We, along with many other schools, are taking this step to not only conserve resources but also to better utilize Parent Access. In working with the Diocese of Trenton, we hope the transition to this new paperless report card is seamless but we are here to help troubleshoot any unforeseen issues that may arise. Thank you, as always, for your continued support and partnership.

Most sincerely,

Amy M. Rash

Principal