

WELCOME TO FAIR LAWN ELEMENTARY SCHOOLS – what you need to know to navigate through the technology procedures in the Fair Lawn school district

- We encourage all Parents/Guardians to include an email address* with their student's registration. If an email address is provided at registration (or anytime afterwards), a **Genesis Parent Portal account will automatically be created for you.** Your logon to the Genesis Portal will be your email address.
- The **Genesis Parent Portal is a valuable communication tool** that enables parents to view Homeroom/Schedule information, Submit Student Absences, update Contact information, sign up for Parent-Teacher Conferences and sign permission forms.
 - Additional information is posted for middle/high school students (conduct, report cards)
- An email will be sent to you with logon instructions and directions to navigate the Genesis Parent Portal. *If you registered for NEXT SCHOOL YEAR, your account information will be issued in July, when the portal reopens.*
- **PHONE and EMAIL information should be updated in the CONTACTS tab of the Genesis Portal.** An email address change will automatically update your Genesis Portal login (you will be prompted to acknowledge this change). Emergency Contacts can also be updated in the CONTACTS tab.
- **Many important permission slips are posted in the FORMS tab of the Genesis Portal, which we request to be signed online.**
- **The REQUIRED INFORMATION form must be completed before other tabs will be opened.**
- **HOMEROOM ASSIGNMENTS (elementary) are posted in the LETTERS tab** (see Welcome Letter from Principal).
 - **The LETTERS tab will not be accessible until you have completed the REQUIRED INFORMATION FORM.**
- The Genesis Portal closes for summer maintenance at the end of school, but will reopen in mid-July. **ONLY FORMS WILL BE AVAILABLE AT THIS TIME. HOMEROOM ASSIGNMENTS ARE NOT POSTED UNTIL THE THURSDAY BEFORE SCHOOL REOPENS.**
- Students (with Parent permission) begin using G Suite (Google Apps) in grade 3. Email is NOT enabled on student Google accounts until grade 6.

*If you do not have Internet access, please request a paper copy of the documents posted on the Genesis Parent Portal.