

River Edge Elementary Schools

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www.riveredgeschools.org

Dr. Tova Ben-Dov
Superintendent of Schools

Louise A. Napolitano
Board Secretary/Business Administrator

Dear Parents,

Welcome to River Edge and the 2019-20 school year!

I hope this mid-summer day finds you and your families well. We have numerous exciting ventures and experiences planned for our students for the upcoming 2019-20 school year and you'll hear about them in the near future. At this time I am writing to ask your cooperation in completing the necessary forms so that your child can begin school with optimal efficiency. We are pleased to let you know that parents will be able to use the Parent Portal to view many aspects of your child's portfolio, including your child's class placement letter, report cards, and so much more! **At this time we urge you to complete the important and legally required information that your child's school needs in order to operate safely and efficiently.**

The parent Portal will open on **August 9th** and we would greatly appreciate it if parents fill out the necessary forms before the first day of school.

The forms listed below must be completed:

- Acceptable Use Policy K-2
- Acceptable Use Policy 3-6
- Student Code of Conduct
- Food Allergy Letter and Permission Slip
- Dismissal Procedures Form
- Picture/Quote Permission Form

Placement letters will be available through the Parent Portal as of August 23rd. They will not be mailed.

In the event that you do not have a computer or are unable to complete the forms digitally or if you need translation please stop at your child's school office and paper copies of the forms will be provided to you.

New Families and Those Requiring a Refresher on Parent Portal Use:

What is a Parent Portal?

The Genesis Student Information System we use has a web-based application, which gives parents access to the student's daily attendance, report cards, contact information and various letters from the school. We expect that all parents will become comfortable using this convenient digital tool.

Following this letter, you will be receiving an email directly from **Genesis** providing your USER NAME and PASSWORD. The email will be sent to the **guardian#1** email address only.

Once you receive it, go to the RE website and proceed to your child's school.

There, on the left hand side you will find on Quick Links a link to the **Genesis Parent Portal**.

- Log in using your Parent Portal USER NAME and PASSWORD
- You will be prompted to change your password to one you are more comfortable in using
- Once you complete this you will see the Parent Resources screen. If you have more than one student attached to your email address, you will see the **Select Student** tab. Click on the name of the child and you will be able to see his/her information.

Please do not share your Genesis user name or password with anyone. The portal gives you access to sensitive information concerning your child only. Record your password in a safe place for future use.

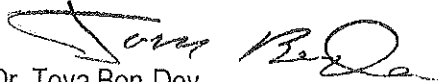
Please contact your school secretary for assistance.

Cherry Hill School/New Bridge Center - Lisa DiCostanzo, dicostanzol@riveredgeschools.org. 201-261-3405 x1300

Audrey Traynor, traynora@riveredgeschools.org. 201-261-3405 x1301

Roosevelt School - Leslie Blute, blutel@riveredgeschools.org. 201-261-1546 x3200

Best Regards,



Dr. Tova Ben-Dov
River Edge Superintendent of Schools