

Steps to View Classes via Genesis Parent Access 2017-2018

VERIFICATION WINDOW WILL BE OPEN MARCH 1ST – MARCH 8TH

TASKS TO BE COMPLETED:

- Review teacher recommendations and elective selections
- Complete electronic signature for verification

Directions:

- ❖ Log onto the Parsippany-Troy Hills Parent Access website→ <https://parents.pthsd.k12.nj.us>
- ❖ Click the **Scheduling** tab in the top Blue Bar.
- ❖ This will bring you to the **Scheduling Screen**.
- ❖ The purpose of this screen is to view the teacher recommendations. If you disagree with one of the teacher recommendations, please complete a waiver form. Waiver forms can be found on the district homepage by [clicking here](#) or from your child's counselor.
- ❖ Review the recommendations that your child's teacher has made.
- ❖ Once you have finished viewing, click the "**Requests**" tab where you will find the "**Submit**" button. After you click the "**Submit**" button, you must type the word SUBMIT in all capitals and click ok. This is your electronic signature. This will verify that you have reviewed your child's teacher recommendations and elective choices.
- ❖ Please note – waiver forms will not be accepted until after parents have clicked submit verifying that they have viewed recommendations.
- ❖ A **School Messenger alert** will announce when final schedules are available.
- ❖ If you have any questions or concerns, please contact your school counseling department.

Please reference the attached screenshots for step by step instructions for completing online course verification.

Viewing Recommendations & Requests

“Scheduling” in the Parents Module will reference ‘Next Year Scheduling’.

- ❖ To review a complete list of recommendations and elective choices hit the “Scheduling” button. Your screen should appear like below:

Genesis Parent Resources

MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS

Summary Assessments Attendance Grading Discipline Fees And Fines Gradebook Scheduling Documents Forms Course Pages Letters

Scheduling SELECT STUDENT: [dropdown]

SCHEDULING REQUESTS

Once you have reviewed the requests, be sure to click the requests button for your electronic signature

Alexandra has been assigned to grade 07 and will attend Brooklawn Middle School in 2017-18

Alexandra's Course Requests for 2017-18

These courses have been recommended for the next school year.

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
ELA700	Digital Art		
ELS700	Robotic Engineering I		
ELS740	Multi Media Production and Design		
ELS750	Young Makers		
ENG773	English 7		Recommended by: [dropdown] Current Course: ENG663 - English 6
LUN070	Lunch-Grade 7		
MTH773	Math 7		Recommended by: [dropdown] Current Course: MTH663 - Math 6
PEH701	Phys Ed 7		
PEH702	Phys Ed 7		
PEH703	Phys Ed 7		
PEH705	Health 7		
RWR773	Read/Writ 7		Recommended by: [dropdown] Current Course: RWR663 - Read/Writ 6
SCN773	Science 7		Recommended by: [dropdown] Current Course: SCN663 - Science 6
SST773	Social St 7		Recommended by: [dropdown] Current Course: SST663 - Social St 6

Use the drop down menu to change children.

Scroll down to review additional recommendation

- ❖ The purpose of this screen is to view the teacher recommendations. If you disagree with one of the teacher recommendations, please complete a waiver form. Waiver forms can be found on the district homepage by [clicking here](#) or from your child’s counselor.

Electronic Signature for Verification

When you have finished viewing, click the “Requests” tab where you will find the “Submit” button. After you click the “Submit” button, you must type the word ACCEPT in all capitals and click ok. This is your electronic signature. This will verify that you have reviewed your child’s teacher recommendations and elective choices.

- ❖ If you disagree with a teacher recommendation you may fill out a waiver form. Please note – waiver forms will not be accepted until after parents have clicked submit verifying that they have viewed recommendations.

Genesis Parent Resources MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Summary Assessments Attendance Grading Discipline Fees And Fines Gradebook **Scheduling** Documents Forms Course Pages Letters

Scheduling

SELECT STUDENT:

SCHEDULING **REQUESTS**

	THIS YEAR	NEXT YEAR
School:	Brooklawn Middle School	Brooklawn Middle School
Grade:	06	07

Please click the Submit button to indicate you have reviewed your child's requests.

Submit

Please click the Submit button to indicate you have reviewed your child's requests. If you disagree with a teacher recommendation, please complete a paper waiver form. Paper waiver forms can be found on the district homepage or from your child's counselor.

Please disregard the lower portion of this screen.

Choose courses to request below:

Requested by parent
 Remove my request

COURSE	REQUESTED BY
Totals:	