








PARENT CONTACT MANAGEMENT INSTRUCTIONS

- All contact information for parents, emergency contacts, and doctors is maintained by the parents through the Genesis Parent Access Portal.
- Emergency cards will no longer be sent home in September. Parents are responsible for keeping their information up to date through The Parent Access Portal.
- All information for the Emergency Alert System - SchoolMessenger is extracted from the information supplied in the Parent Access Portal.
- Any changes you make should be made for each child you have in the school system. Do not change just the first child listed or your other children will have incorrect information in their records.
- Be sure each of your children have at least 1 emergency contact listed in case there is an emergency and we cannot reach either a parent or guardian. They should be flagged as an emergency contact.
- Do not add a parent or guardian as an emergency contact. They are already in the contact list and are called first in an emergency.
- Be sure each cell phone for a parent or guardian has a carrier (such as Verizon, T-Mobile) listed. Carriers are not required for emergency contacts.
- Be sure your child's doctor is listed. They should have a relationship type of **Doctor** and be coded as **Not an emergency contact**.
- When adding new emergency contacts be sure to supply the **relationship** to the student. For example if the emergency contact is YOUR mother, the relationship should be listed as GRANDMOTHER since that's the relationship to the child.
- Do not add parents or Guardians as an Emergency or Other contact. You must call your child's school to add a missing Parent or Guardian.
- Only list email addresses under one contact even if it's a family email address. Do not list an email address under multiple people.
- Do list your phone number or email address under your child's contact information. Your information should only be listed under your own name.
- **If your address changes you must call your child's school to make any changes to your address.**





MAKING CHANGES TO PARENT OR GUARDIAN RECORDS

| MARY ADAMS GUARDIAN 1 MOTHER | | | | | | |
|------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------|------------------------------|--------------------------|-------------------------------------------------------------------------------------|
| TYPE | | SCHOOL CLOSING NOTIFICATIONS | HIGH IMPORTANCE NOTIFICATIONS | TRANSPORTATION NOTIFICATIONS | ACTIVITIES NOTIFICATIONS | |
| Home Phone: | 973-888-5555 x <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Cell Phone: | 201-666-7777 x <input type="text"/> Verizon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Work Phone: | 212-555-1212 x 11111 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Email (Home): | mary.smith@verizon.net  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Add Phone/Email | Home Email <input type="text"/> | <input type="button" value="Save All Changes"/> | | | | |


- To delete an email address or phone number click the trash can .
- Email addresses with a  symbol represent your Parent Access Account. **They should never be deleted** or you will lose access to your account.
- To change an existing email address or phone number you can retype it on the screen and click the **Save All Changes** button. If you change the email address associated with your parent access account you will get an email with a new password, since it's considered a new account and your old account will be deleted. You must change the email address for every student or your parent access account will become corrupted.
- To supply your cellphone carrier choose your carrier from the dropdown and click the **Save All Changes** button.
- To choose what email addresses or phone numbers will get messages from our Emergency Alert System check the box next to each choice with the type of alerts you want to get and click the **Save All Changes** button.
- To add an additional phone number or email address choose from the dropdown what you want to add. Then enter the number, carrier for cellphones, or email address. Click the **Save All Changes** button when done.
- **If a parent or guardian is spelled wrong or missing please call the school to make the correction. Do not try and add the missing parent or guardian as an emergency or other contact.**

MAKING CHANGES TO EMERGENCY CONTACTS OR DOCTOR RECORDS

MR. HARRY ADAMS EMERGENCY 1 GRANDFATHER [OPTIONS](#)

| TYPE | | SCHOOL CLOSING NOTIFICATIONS | HIGH IMPORTANCE NOTIFICATIONS | TRANSPORTATION NOTIFICATIONS | ACTIVITIES NOTIFICATIONS | |
|---------------|-----------------------------------------------------------------|------------------------------|-------------------------------|------------------------------|--------------------------|-------------------------------------------------------------------------------------|
| Home Phone: | 973-444-1212 x <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Cell Phone: | 123-456-7890 x <input type="text"/> Nextel <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Work Phone: | 999-999-9999 x 8888 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Email (Home): | emergency1@verizon.net | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

Add Phone/Email Home Email

- To delete an email address or phone number click the trash can .
- To change an existing email address or phone number you can retype it on the screen and click the **Save All Changes** button.
- Cell phone carriers are not required for emergency contacts.
- If you wish your emergency contacts to receive emergency alert messages choose what email addresses or numbers will get messages from our emergency alert system check the box next to each choice with the type of alerts you want to get and click the **Save All Changes** button.
- To add an additional phone number or email address choose from the dropdown what you want to add. Then enter the number, or email address. Click the **Save All Changes** button when done.
- To change the spelling for an emergency contact or delete the contact click the **OPTIONS** link.

[OPTIONS](#) **CLOSE**

CHANGE CONTACT

DELETE CONTACT

- When changing contacts be sure to include the prefix (Mr. Mrs., Dr. Etc.)
- EMERGENCY? Should be coded **Yes, Emergency 1 – 8** for emergency contacts, and **Not and emergency contact** for the doctor.

CLOSE

FIRST: Mr. Harry

LAST: Adams

RELATION: Grandfather

EMERGENCY?: Yes, Emergency 1

ADD AN ADDITIONAL CONTACT

| | | |
|----------------------------|----------------|-----|
| | | NOT |
| Home Phone: | 973-222-8888 x | |
| Add Phone/Email | Home Email | |
| Show Add Contact... | | |

| | | | |
|-----------------------------|--------------------------|-------------|--|
| ADD CONTACT TO JOHN: | | | |
| Prefix: | | First Name: | |
| | | Last Name: | |
| Relationship to Student: | | | |
| Is Emergency Contact?: | Not an emergency contact | | |
| Add Contact | | | |

- Click the **Show Add Contact** button which is found at the bottom of the contact list for each child. Remember to add the new contact to each of your children not just one.
- Enter the prefix, first and last name.
- Choose the relationship to the student from the dropdown. Choose Doctor if its the child's doctor.
- For emergency contacts choose **Yes emergency 1 – 8**.
- For the doctor choose **Not an emergency contact**.
- Click the Add Contact button when finished.
- Do not add a missing Parent or Guardian, you must call your child's school to do this.
- Do not add a Parent or Guardian as an emergency contact. Parents and Guardians are already listed as a contact.