

ALPHA PUBLIC SCHOOL
Telephone: (908) 454-5000 Fax: (908) 454-4347
www.apsedu.org

School Year _____

Dear Parents / Guardians,

The purpose of this letter is to request the following information so that we can provide access to our **Genesis Parent Module**. This access will allow you to view your child or children's grades and attendance in real time.

Please fill out the following information and return to the main office as soon as possible so that you will be able to access your child's attendance and grades.

Parent Last Name: _____

First Name: _____

Parent e-mail address: _____

Phone #: _____

Parent Signature: _____

Child's Last Name	Child's First Name	Grade	Relationship to Student

Your **Genesis Parent Access Code and password will be e-mailed to you at some point**, along with documentation on using the system. The first time you log into the system you will have the opportunity to change your password.

If you have any questions, please contact me at 454-5000 x210.

Ms. Jarrell