Middle School Parent Guide to Genesis Scheduling

**IMPORTANT DATES:**

Teachers Enter Course Recommendations and Inform students: **February 1 - 9, 2019**  
Genesis Parent Access opens to select electives: **February 8, 2019**  
Final date for Parents to select Electives: **February 15, 2019**  
Waiver deadline: **March 5, 2019**

Information to Register for Classes via Genesis Parent Access  
(Screenshots can be found on pages 2-5)

- All registration is done on Genesis Parent Portal website→ [https://parents.pthsd.k12.nj.us](https://parents.pthsd.k12.nj.us)
- On the **Request** tab you will see the courses that teachers have recommended for your child for next year.
- If you agree with the recommended course, you can skip to the elective selection portion.
- If you disagree with one of the teacher recommendations, go to the request screen, click **Request a Course** and select the course you would like. A hard copy **waiver form** is required for EACH separate course that you are requesting. Waiver forms can be found on the district website or in the guidance website. Please note that the request will not be considered without a waiver form being submitted.
- All students (Current Grade 6,7) need to select **FIVE** electives courses to request (even if you are going to take full year music). After making the requests, they should be ranked in order by preference using the **Priority** box. Number 1 indicates top choices.
- Students currently in Grade 5 should also select a World Language. Please keep in mind that students take the same language in middle school for all three years.
- All students (Current Grade 5) need to select **FOUR** electives courses to request (even if you are going to take full year music). After making the requests, they should be ranked in order by preference using the **Priority** box. Number 1 indicates top choices.
- You are encouraged to add **notes** in the **Additional Information box**. Your child's counselor will be able to view these notes when reviewing your request.
- All Students/Parents MUST complete this Course Registration Process by clicking the “**Submit**” button on the scheduling request tab. After you click the “**Submit**” button, you must type the word **ACCEPT** in all capitals and click ok. This is your electronic signature.
- If you have any questions or concerns, please contact your current school counselor.
The Scheduling Tab

The “Scheduling” tab in the Parents Module is where all information about Next Year Scheduling is located.

Viewing Teacher Recommendations, Your Requested Electives and Final Schedule

The screen shows you all information for your child for next school year. Teacher recommendations, requested electives and your child’s final schedule will appear on this screen.

Summary of Important Features:

1. **Course recommendations by the teacher** – All teacher recommendations will appear on this screen. (Will open on February 8, 2019)
2. **Requested Courses** - When you enter elective requests they will appear on this screen. (To be done from February 8 - 15)
3. **Your student’s actual schedule for next year**. Once the student’s actual schedule for next year is ready, it will be displayed on this screen as well. (August, 2019)

Selecting Elective Courses, World Language & Entering Waivers
Course requests take place on the “Requests” screen:

The Requests screen lets you choose courses to request for the next school year.

To Select an Elective:

All elective course options are listed under “Electives”. Hit the green “Request this course” button to add it.
Prioritizing your Choices
The Course Catalog screen contains a “Priority” drop down for each course and an “Additional Information” field.

You can prioritize your choice by selecting a priority. The “Priority” checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.

You can also put a short note in the Additional Information field. Your child’s guidance counselor will be able to see both the priority and the short note.

<table>
<thead>
<tr>
<th>CODE</th>
<th>NAME</th>
<th>CREDITS</th>
<th>TYPE</th>
<th>GRADES</th>
<th>STATUS</th>
<th>PRIORITY</th>
<th>ADDITIONAL INFORMATION</th>
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<tbody>
<tr>
<td>ELAB16</td>
<td>Art Paleoza Past Present Future</td>
<td>0</td>
<td>06</td>
<td></td>
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Art Paleoza is a fusion of Art History and Art Making. In this course, students will study and create art inspired by different movements, the artists who helped create these movements, and their work. Art history, art appreciation, problem solving, and critical thinking are integrated throughout the course, allowing students to develop increasingly sophisticated creative strategies, skills, and habits of mind.

To Enter a Waiver Request:

As a reminder, a hard copy wafer form is required for EACH separate course that you are requesting. Waiver forms can be found on the district website or in the guidance website. Please note that the request will not be considered without a waiver form being submitted.

- Under the department, hit the request a course button for the recommendation that you are not in agreement with.
- Available course options will show for that department. Hit the green “Request this course” button.
- When you click on a button, you will be asked to confirm your choice. Click “OK” to add the course request or “Cancel” to cancel it.
- Once you have made a request, the “Requests” screen is updated with your choice.
**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 must request the course and 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.

Please click the “Submit” Button to indicate you are finished with the Request step.

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<table>
<thead>
<tr>
<th>School</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Brooklawn Middle</td>
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<table>
<thead>
<tr>
<th>School</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Brooklawn Middle</td>
<td>07</td>
</tr>
</tbody>
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**Choose courses to request below:**

- Electives Subject Area
  - Request a course
- English Subject Area
  - Request a course
- Math Subject Area
  - Request a course
- Social Studies Subject Area
  - Request a course

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Please click the submit button to indicate that you have reviewed your child’s request.

Please click the Submit button to indicate you have reviewed your child’s recommendations and completed elective courses requests.

If you disagree with a teacher recommendation, please request the course below and complete a paper waiver form.

Paper waiver forms can be found on the district homepage or from your child’s counselor.