



OUR LADY OF SORROWS
PRE K-8 CATHOLIC SCHOOL

"Our Lady of Sorrows Elementary School provides an atmosphere rooted in the Catholic faith, dedicated to individual academic excellence while preparing life-long learners and responsible Christian adults."

February 22, 2019

Dear Parents,

For the past several years we have been using an on-line system called "Genesis" to record grades and conduct for each student. Every parent has been given access to this system to allow for monitoring of your child's grades, and it has been successfully utilized for progress reports for the middle school students. Up through last trimester, we have always printed report cards and sent them home with the students in an envelope, which was signed and returned to us. As of this trimester, we will now be going paperless and the Report Cards will now be viewed online. You will not be receiving an envelope with a report card, and you will not have to sign and return anything to us. This is a Diocesan wide program which will definitely provide a cost savings to us in paper and printing.

This trimester's report card will be available to you effective Friday, March 15th, 2019 after 3:00 PM. You will use your Genesis sign-on to access the system, as you have done in the past. A quick review of the parent access directions are on the back of this letter. I encourage you to access the grades prior to March 8th to ensure your sign-on information is correct and works. There will be no parent access to the system between March 8th and March 14th, as that is the timeframe to post final grades to the system.

Please contact us if you have any questions. I am excited that we are using the system as it should be used, and I thank you for your support as we make these changes!

Sincerely,

Mrs. Maureen Tuohy

Viewing/Printing Report Cards Using Parent Access

Site Address: <https://parents.dioceseoftrenton.org>

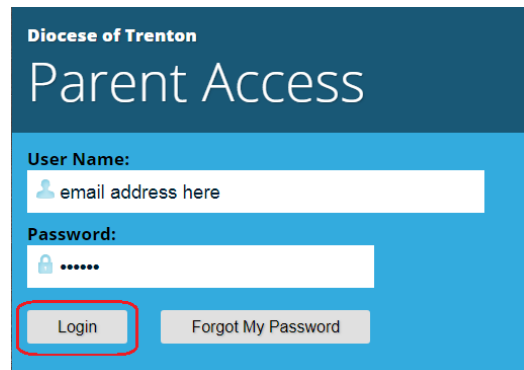
User Name: Email address provided to the school

Password: If you have forgotten the password, click on the “Forgot Password” link—the credentials will be sent your email address—cut/paste the temporary password to avoid error—change password

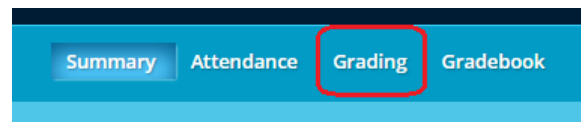
The password must be at least 7 characters long and contain at least 1 number.

Steps:

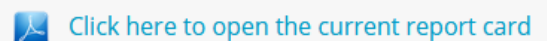
1. log onto site



2. Click on Grading on the Menu bar



3. Click on “Click to Open Current Report Card”



4. You can then print based on the specifications of your browser.

If you encounter trouble with this process, please contact the school office.