

**River Vale Public School District
Technology Department
609 Westwood Avenue
River Vale, NJ 07675**

Dear Parents,

In an effort to keep accurate and up-to-date contact information for parents, we remind you to review your personal information on the Genesis Parent Portal. In the event of a school closing or an emergency, you will be contacted via the district Emergency Communication System.

Below is a brief description of how your personal contact information is used when an Emergency Communication System Message is sent out by the district.

All **Emergency Messages** will be sent to parents on their;

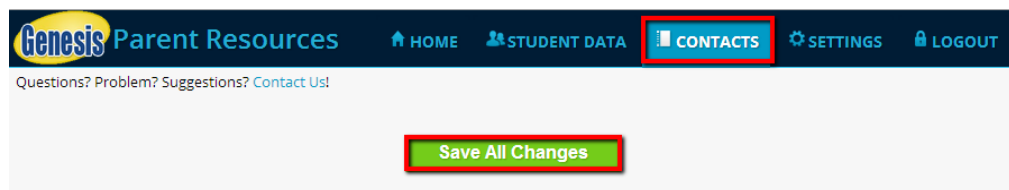
- Home Phone
- Cell Phone (if listed in the Parent Portal)
- Email Address (if listed in the Parent Portal)

Parents can **add/change** their personal contact information on the Genesis Parent Portal. If a contact has changed, it is recommended that parents ***change the existing contact***, rather than adding a new contact. (Please note: to ensure that everyone has at least one contact in the system, parents are restricted from deleting contacts)

IMPORTANT! – When parents update contact information on the Contacts screen in the Genesis Parent Portal, the information for each student record AND contact type must be updated. As an example, if a parent has two students in the district and their home phone number changes, they are required to change the number in the “Home Phone” field for *each student and Guardian*, and then click “Save All Changes”. Only **Guardian 1 and 2** information is automatically integrated from the parent portal to the Emergency Communication System. No other contacts types (I.E. Doctor, Neighbor, etc) will receive emergency messages.

Parent Portal URL <https://parents.rivervaleschools.com>

Once logged in, click the “Contacts” tab. Remember to **SAVE**



For assistance, please click the “Contact Us” link when logged on to the Parent Portal.