

**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 Honeywell Instant Alert.

Below is a brief description of how your personal contact information is used when a Honeywell Instant Alert message is sent out by the district.

All Honeywell Instant Alerts 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 Honeywell. No other contacts types (I.E. Doctor, Neighbor, etc) will receive Honeywell messages.

Parent Portal URL <https://parents.genesisedu.com/rivervale/parents?gohome=true>

The screenshot shows the 'CONTACTS' section of the Parent Portal. At the top, there is a navigation bar with 'PARENT RESOURCES', 'Home', 'Student Data', and 'Contacts' (highlighted in red). Below the navigation bar, there are 'Settings' and 'Logout' links. A 'Save All Changes' button is highlighted in red. The main content area is titled 'Contacts for John Doe' and contains two sections: 'John Doe (Student)' and 'Mrs. Doe (Guardian 1)'. The 'Student' section has a 'Home Phone' field and an 'Add Phone/Email' dropdown. The 'Guardian 1' section has a 'Cell Phone' field (with a red box around the number '201-555-5500'), a 'Work Phone' field, an 'Email (Home)' field (with a red box around the number '201-555-5555'), and an 'Add Phone, Email' dropdown. A red box also highlights the 'Email' field in the dropdown menu.