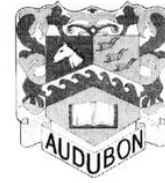




**AUDUBON PUBLIC SCHOOLS**  
**MANSION AVENUE ELEMENTARY SCHOOL**  
Mansion Avenue  
Audubon, New Jersey 08106-2299  
[www.audubonschools.org](http://www.audubonschools.org)  
Phone: 856-546-4926 Fax: 856-547-1483  
Bonnie Smeltzer - Principal  
[bsmeltzer@audubonschools.org](mailto:bsmeltzer@audubonschools.org)



September 2017

Dear 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Grade Parents/Guardians,

Mansion Avenue School is pleased to announce that you are able to check the academic grades for your child in Parent Genesis. When you log into the system you will see each assignment as it is created by the teacher, the date it is due, and the grade earned once it is graded. Grades for Reading, Writing, Science, Math and Social Studies and special areas will be posted.

It is important to remember that although the system provides instant updates, the time needed by teachers to grade assignments and enter them in the system remains the same. Academic teachers are required to update their grade books once a week. Special area teachers are required to update their grades once a month. In the event that there is a large assignment (major project, writing piece, etc.), it may be that the teacher will post the grade in the next week. This is very much like what you already experience with Wednesday assessment folders.

In order to access this information, go to the school district website ([www.audubonschools.org](http://www.audubonschools.org)). Scroll down the page and on the right look for the icon marked: Genesis parent. If you have a high school student and you have been using the Parent Genesis Portal this year, there is no need to reset your password. When you log into your account, you will see the information added for your MAS student. If you have not used the Parent Portal at all this year, click "Forgot my password." You will receive an email with a password for the system.

Please note that you must use the email we have on record to log into the account. If you have had a change in your email address since August, please contact the office at (856) 546-4926 ext. 5119 or ext. 5110 to provide your updated address. Do not hesitate to contact the office if you have any difficulty; we will be happy to help you!

Sincerely,

Bonnie J. Smeltzer  
Principal