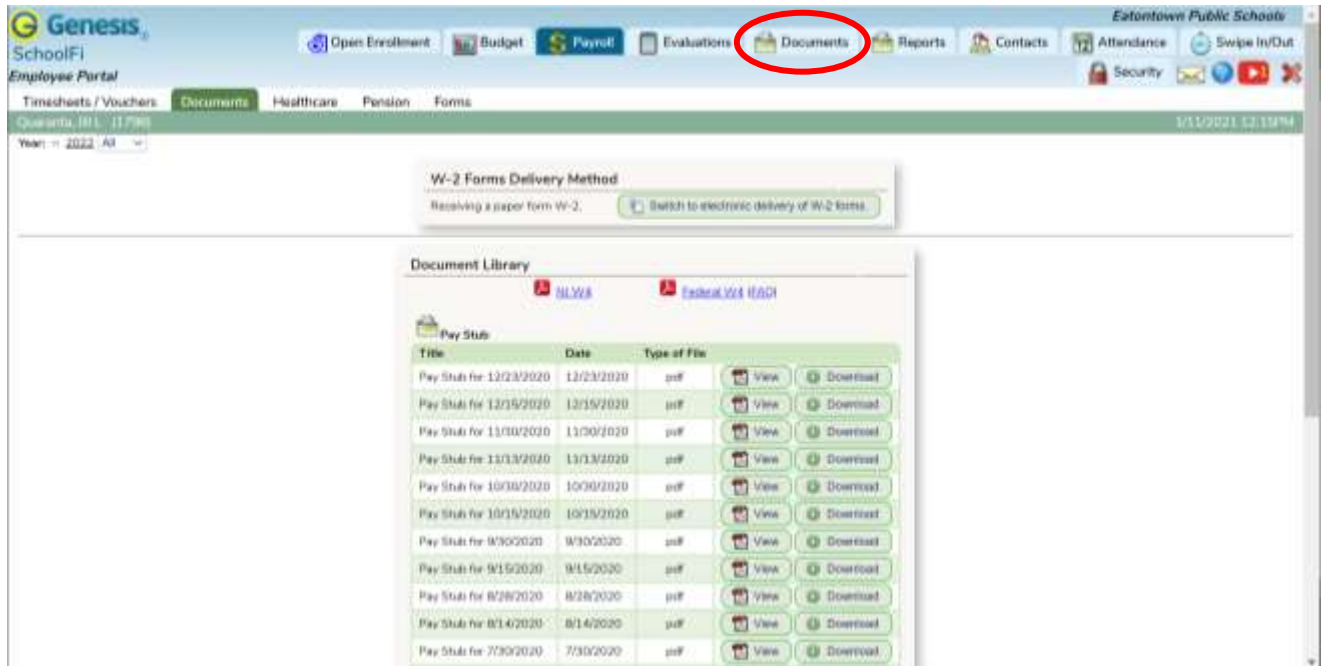
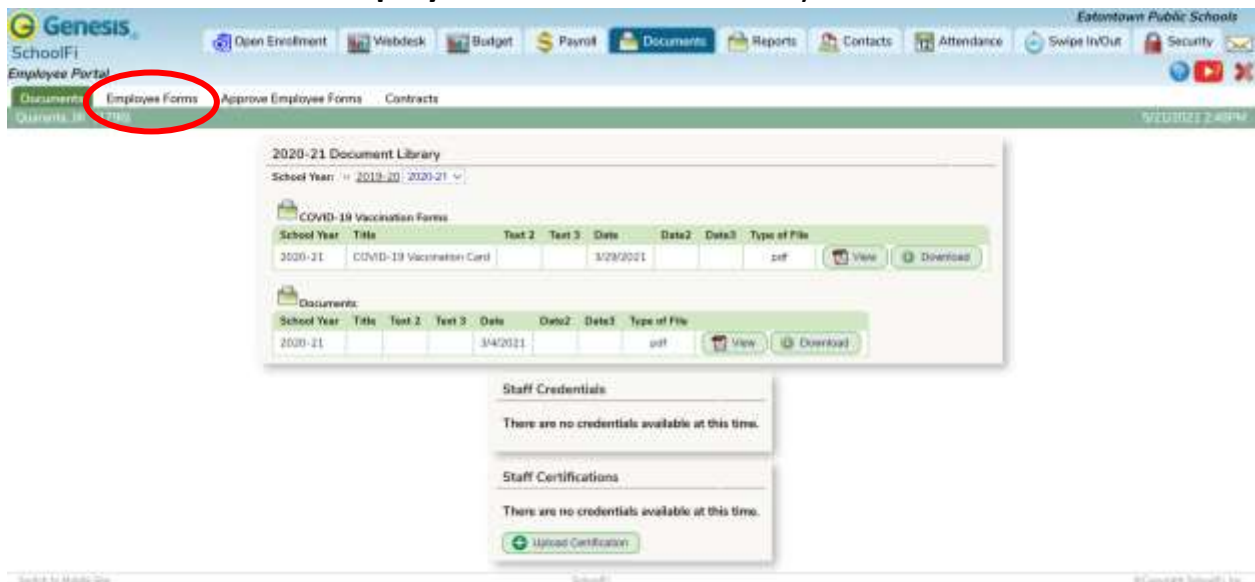


NEW SCHOOL YEAR FORM INSTRUCTIONS

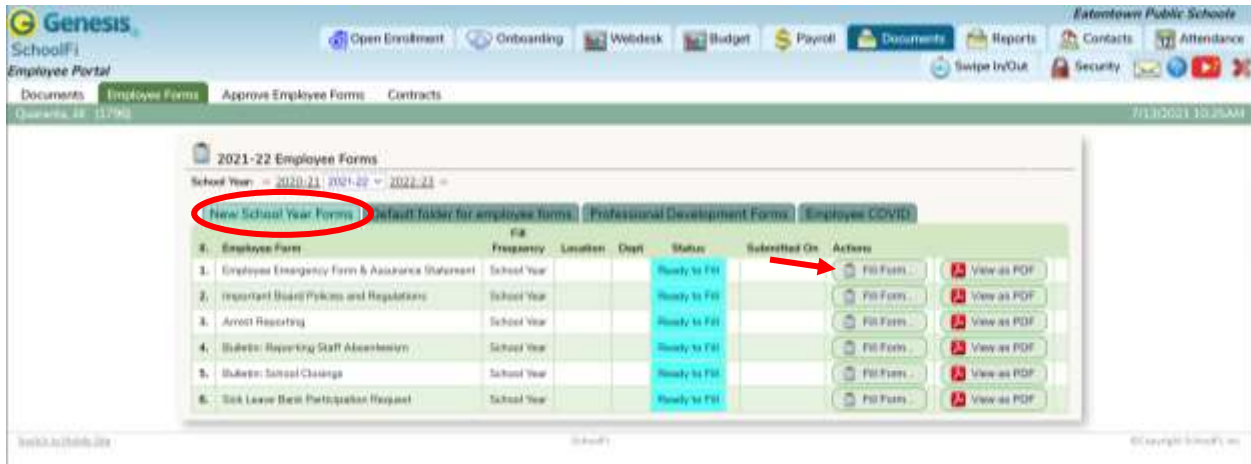
Log in to your Genesis Employee Portal, then find and click on the **Documents** tab at the top of your screen.



Find and click on the **Employee Forms** tab to access your New School Year forms.



Navigate to the **New School Year Forms** tab, then choose **Fill Form** for each of the forms listed.



You will need to complete the following forms:

1. Employee Emergency Form & Assurance Statement
2. Important Board Policies and Regulations
3. Arrest Reporting
4. Bulletin #1: Reporting Staff Absenteeism
5. Bulletin #2: School Closings
6. Sick Leave Bank Participation Request

**These forms will only be available to complete through September 17, 2021.
Please complete these forms no later than this date.**