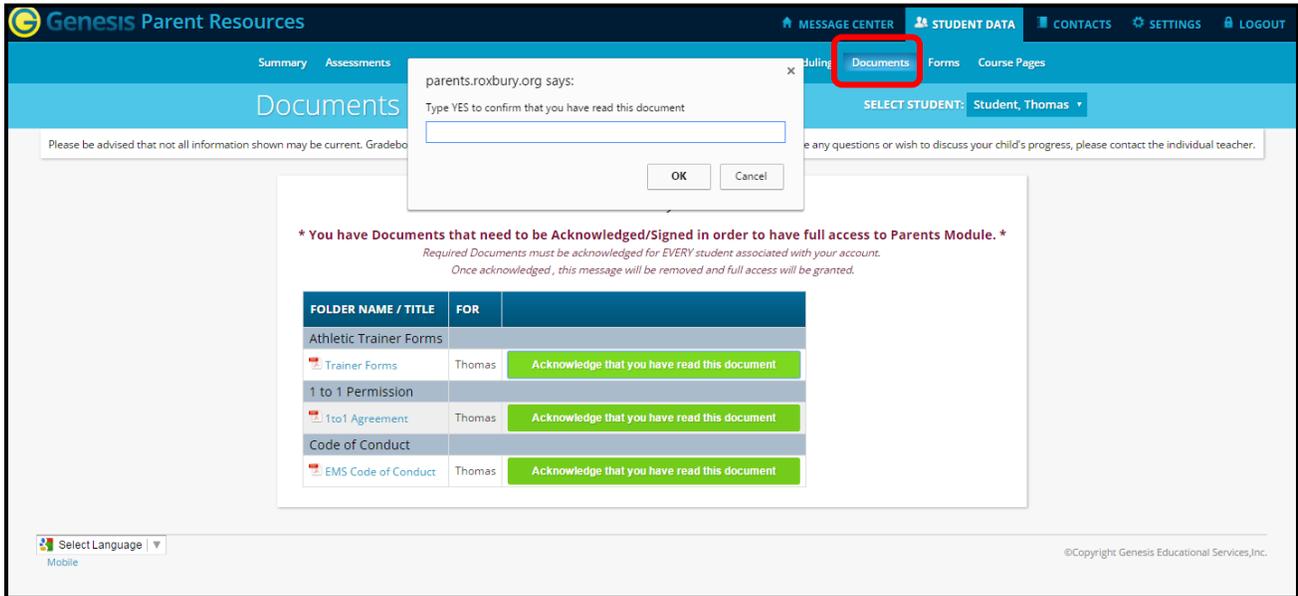


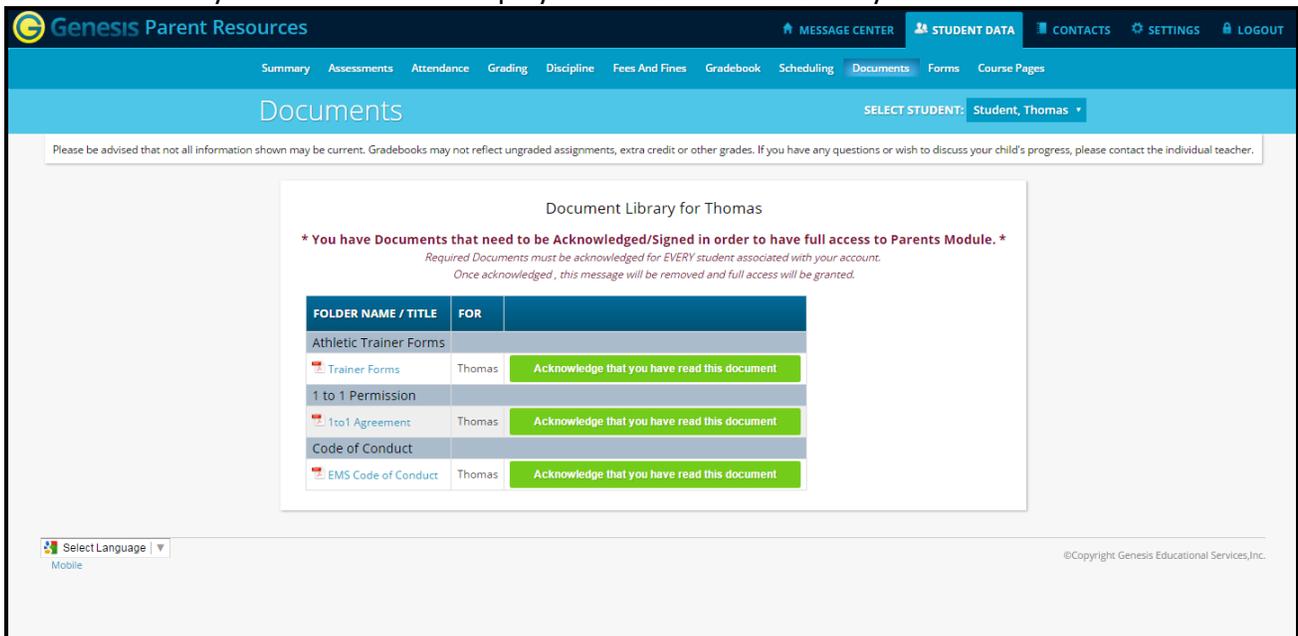
## Documents

The Documents screen contains documents that the school or district has linked to your student’s record.

At the beginning of each school year, there are REQUIRED documents or forms that Parents must complete. Class placement information will not be available in the Genesis Parent portal until the required documents have been completed and acknowledged. Visit the Roxbury Back to School site to access training videos about how to complete the Genesis portion.



The documents you have access to display in the “Document Library” list on this screen:



**Download and View a Document**

Click the  PDF icon to download and view a document listed on this screen. This will display the contents of the selected document.

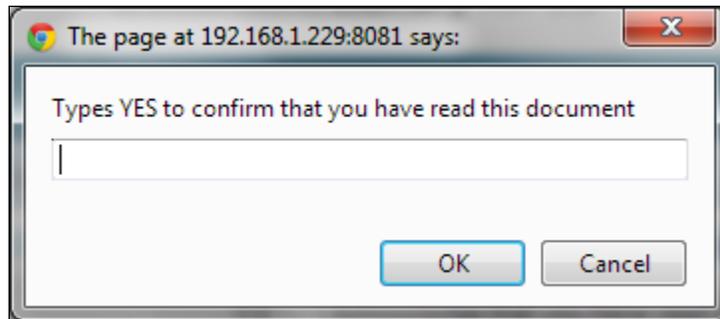
**Acknowledge that you have read the Document – This is “signing” the document**

To acknowledge that you have read the corresponding document, click on the



button.

The following confirmation dialog box will appear:



You must type the word **YES (all in capital letters)** into the confirmation dialog box, and then click the **OK** button to acknowledge that you have read the corresponding document.

**WARNING:** Clicking the  button and entering **YES** into the prompt is a **legal** acknowledgement that you have read the document.

Once you have acknowledged reading the document, the button will no longer display:

