

## 2025-2026 Course Request Process Class of 2029

Dear Parent/Guardian,

The Ramapo Indian Hills High School District is beginning to plan for the 2025-2026 school year. An important component of this planning involves the course request process for students.

**A confidential email with your Ramapo Indian Hills Genesis parent portal login credentials will be sent to parents shortly. The default password that is given to you can be changed once you are logged in. Please note that the Ramapo Indian Hills version of Genesis is separate from the Wyckoff or Franklin Lakes Genesis system. For those parents who already have a student enrolled in the Ramapo Indian Hills system, your incoming 9th grader will be added to your existing RIH Genesis account.**

To streamline the course request process, students alongside their parent/guardian will utilize the Genesis parent portal to review, select, and submit course preferences for the 2025-2026 school year.

### **Instructions for the Course Request Process**

This [Course Request Link](#) will provide you and your student with step-by-step instructions for completing the course request process in Genesis for the 2025-2026 school year.

Deadline Date for Student Course Requests: **February 17th, 2024**

### **Information on Course Offerings, Graduation Requirements, and Course Credit**

The [Ramapo Indian Hills High School Program of Studies](#) provides detailed information on the courses offered for the 2025-2026 school year. It is highly recommended that the Program of Studies be used as a guide to assist students throughout their course selection process.

Students should review their teacher recommendations and submit their course requests through the Student Genesis portal.

The minimum amount of credits a student can register for is 35 for the Class of 2029. The maximum number of credits a student can register for each year is 41.

For questions regarding the high school course request process for incoming freshmen, the parent/guardian should utilize the temporary alphabet assignments below to contact a School Counselor.

## Temporary School Counselor Assignment:

### Indian Hills High School

Counselor Name	Temporary Alphabet Assigned	Contact Information
Mrs. Sherry	A-F	<a href="mailto:jsherry@rih.org">jsherry@rih.org</a> 201.337.0100 ext 3336
Mrs. Zakrzewski	G-M	<a href="mailto:ezakrzewski@rih.org">ezakrzewski@rih.org</a> 201.337.0100 ext 3342
Mrs. Rodgers	N-T	<a href="mailto:arodgers@rih.org">arodgers@rih.org</a> 201.337.0100 ext
Ms. Klingner	U-Z	<a href="mailto:kklingner@rih.org">kklingner@rih.org</a> 201.337.0100 ext
Mrs. Perry	RIH School Counseling Supervisor	<a href="mailto:jperry@rih.org">jperry@rih.org</a> 201.337.0100 ext 3335
Mrs. Chamberlin Mrs. Kesting	IHHS Administrative Assistants	<a href="mailto:ihguidanceoffice@rih.org">ihguidanceoffice@rih.org</a>

### Ramapo High School

Counselor Name	Temporary Alphabet Assigned	Contact Information
Mrs. Katz	A-C	<a href="mailto:skatz@rih.org">skatz@rih.org</a> 201.891.1500 ext 2233
Ms. Piccinno	D-F	<a href="mailto:vpiccinno@rih.org">vpiccinno@rih.org</a> 201.891.1500 ext 2234
Mrs. Dondero	G-J	<a href="mailto:ldondero@rih.org">ldondero@rih.org</a> 201.891.1500 ext 2232
Mr. Rowley	K-N	<a href="mailto:drowley@rih.org">drowley@rih.org</a> 201.891.1500 ext 2268
Ms. Maki	O-R	<a href="mailto:mmaki@rih.org">mmaki@rih.org</a> 201.891.1500 ext 2236
Mrs. Silva	S-W	<a href="mailto:dsilva@rih.org">dsilva@rih.org</a> 201.891.1500 ext 2235
Mr. Walty	X-Z	<a href="mailto:mwalty@rih.org">mwalty@rih.org</a> 201.891.1500 ext 2042
Mrs. Perry	RIH School Counseling Supervisor	<a href="mailto:jperry@rih.org">jperry@rih.org</a> 201.891.1500 ext 2047

Mrs. Ambrose Mrs. Gavegio	RHS Administrative Assistants	<a href="mailto:ramguidanceoffice@rih.org">ramguidanceoffice@rih.org</a>
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A School Counselor will review the course requests made for each incoming freshman student and will contact the parent/guardian if there is an issue with the course requests submitted for their student.

An incoming freshman student and/or their parent/guardian who has questions regarding a specific course recommendation should reach out directly to the middle school teacher.

For questions regarding courses within an academic department, parents/guardians are encouraged to contact the District Subject Supervisor listed below:

<b>English</b>	<a href="#">Nancy Blomquist</a> ext. 2252
<b>Electives (Applied Tech, Art, Business, Family &amp; Consumer Science, Music)</b>	<a href="#">Karen Davidson</a> ext 3352
<b>Mathematics</b>	<a href="#">Mike Kaplan</a> ext. 2255
<b>Social Studies/ UP International Business</b>	<a href="#">Joseph DelBuono</a> ext. 2259
<b>Science / UP Engineering/ UPSMR</b>	<a href="#">Angela Manzi</a> ext. 3358 UP SMR Supervisor
<b>Special Services</b>	<a href="#">Marla Burns</a> ext. 2240 <a href="#">Susan Confrancisco</a> ext. 3344
<b>World Language/ Multi-Language Learners</b>	<a href="#">Michele Thomas</a> ext. 2253
<b>Physical Education/ Health</b>	<a href="#">Rich Burton</a> ext. 3357

### **Course Override Process**

If a student and their parent/guardian do not agree with a course recommendation, they may submit an override request form through Genesis for the specific course they wish to request for the 2025-2026 school year. Careful consideration by the student and their parent/guardian should be given when considering overriding a teacher's recommendation. When an override form is completed, the student will be required to remain in the course for the entire school year, regardless of their progress when the course begins.

The Course Override Form can be found in the PARENT Portal in Genesis. **The parent must submit the Course Override Form on behalf of their student by Friday, February 28th.**

**Scheduling FAQs:** Check out these common questions and answers to help support your student in the scheduling process: [Incoming Class of 2029 FAQs](#)

### Genesis Access Tips

- Incoming freshmen parents/guardians should be sure to access the RIH Genesis portal which is: <https://parents.rih.org/genesis/sis/view?gohome=true>
- Parents should regularly check and update the Parent Contact Information and make any necessary changes. Having this current data available allows the school and family to remain in contact by simply accessing Genesis.
  - Only guardians will be sent notifications to their home contact information. Any contact that is labeled "work" or emergency contact will not receive notifications.
  - If a guardian needs to be added, please add them as an emergency contact and then contact your guidance department to make the change to a Guardian.
    - Ramapo Guidance: [ramguidanceoffice@rih.org](mailto:ramguidanceoffice@rih.org)
    - Indian Hills Guidance: [ihguidanceoffice@rih.org](mailto:ihguidanceoffice@rih.org)

If you have any issues logging in to Genesis, please email [csd@rih.org](mailto:csd@rih.org). Please allow 1-2 school days for a response.

We appreciate your cooperation and involvement in this crucial step toward your student's academic success. Thank you for your continued support.