Tenafly PUBLIC SCHOOLS

500 Tenafly Road
Tenafly, New Jersey 07670
www.tenafly.k12.nj.us

Residency Re-Verification Procedure for the 2026–2027 School Year

November 2026

Dear Parents and Guardians,

Beginning November 4, 2026, Tenafly Public Schools will require all 6th and 9th grade families to upload two proofs of residency through the Genesis Parent Portal by **December 1, 2026**. Documents must be uploaded directly to the portal. Submission instructions attached.

Required Residency Documentation

Please provide one document from each category:

Required Residency Documentation: Families must provide one document from each of the following categories:

1. Primary Proof of Residency: A current Lease, deed, mortgage statement, or tax bill showing the parent/guardian's name and Tenafly address.

2. Secondary Proof of Residency: A recent utility bill, bank statement, insurance statement, or other official correspondence showing the parent/guardian's name and Tenafly address.

Thank you for your cooperation.

Residency Re-Verification

How to submit your documents in the Genesis Parent Portal

Before you begin

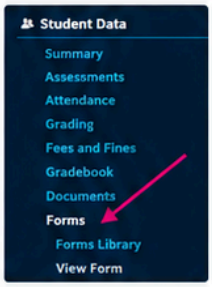
Save your documents as PDFs. Use one document per upload section.

1 Log in

Sign in to the Genesis Parent Portal.

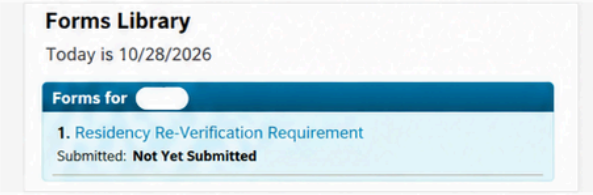
2 Open Forms

Select “Forms” from the menu on the left.



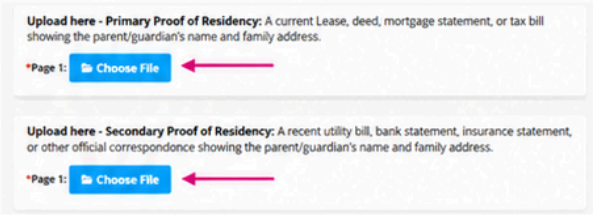
3 Select the form

Open “Residency Re-Verification Requirement.”



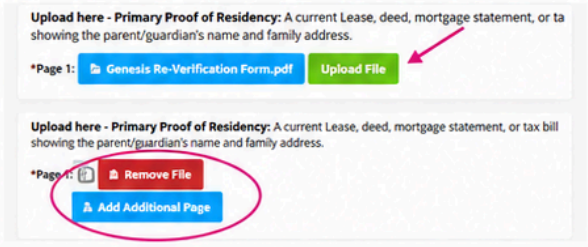
4 Choose your documents

In each required section, click “Choose File” and select the corresponding PDF.



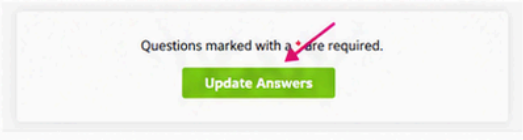
5 Upload each file

Click “Upload File” for each selected document. After a successful upload, you should see “Remove File” and “Add Additional Page.”



6 Save your answers

Click the green “Update Answers” button at the bottom of the screen.



Don’t forget the last step!

You must click “Update Answers” to save your submission.