

Genesis Teacher Certification Report

This information is obtained from SAP records

- Log into Genesis using your school login information
- Choose current school year
- Choose your school number
- From the Genesis Main Menu, choose Staff
- From the Staff Menu, choose Teacher Certification
- Click the arrow for School Selection and choose your school
- Click Load

This will provide you a list of all your teachers

Across the top there are other dropdown boxes that allow you to sort by In and Out of Field or Highly Qualified

To view a specific teacher's information, click next to their name, then right click

This screen will provide you with the SAP#, Certification Expiration Date, and Hire Date. You will also see individual boxes for other key information.

The bottom field lists the courses being taught and if they are in field or out of field.

Please verify all information and if anything is incorrect, please notify the certification office in writing and provide the appropriate back up documentation to support the change, such as a copy of the Social Security Card if the SS# is incorrect, a copy of their certification if the Certification # is incorrect, a copy of the passing SAE score if you need to add to the certification, etc. The Certification Office in Human Resources can provide you further assistance on how to ensure all teacher certification is up to date and accurate in SAP.