

Report Submission Instructions for Annual Meeting Chairs

1. Go to <https://genetics.wisc.edu>
2. Click on People and then Full Directory
3. Click Genetics Forms (upper right)
4. Under Faculty, Advisor & Reporting forms click Genetics Annual Thesis Committee Meeting Form- Committee Chair Reporting
5. Choose your name and the student's name from the drop-downs
6. Choose the date of the meeting
7. Respond to the questions. Please be detailed.
8. Click submit

*Note- if you are not currently a Genetics trainer, please contact Lauren at lauren.foley@wisc.edu to be added to the database.