

Attendance Notification on the Genesis Parent Portal

There are 2 ways a PARENT/GUARDIAN can submit an ATTENDANCE NOTE (absent/tardy) to their child's school. Both approaches will bring you to the **NOTIFY ATTENDANCE OFFICE** tab.

1. On their summary page click the link "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary.
2. OR, Parents may navigate to the **ATTENDANCE** tab, then **NOTIFY ATTENDANCE OFFICE** tab.

The left screenshot shows the 'Summary' page for student Dez DeVore. The 'THIS WEEK' section has a red circle around the 'Notify Attendance Office' link. The right screenshot shows the 'Attendance' tab with 'NOTIFY ATTENDANCE OFFICE' selected, displaying a form to submit an attendance note.

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack		
2	ENGLISH 3 B/T	FY	MTWRF	D201	Arroyo, Rudy		
3A	HSPA PREP 11	FY	MTWRF	D232	Audle, Rich		
3A	Music Theory 2	FY	MTWRF	F134	Cisno, Greg		
4.5	COMMER FOODS 1	FY	MTWRF	E131	Barrett, Red		
7.8	ESSEN OF GEOM	FY	MTWRF	D262	Alomar Sr., Sandy		
9	CHEMISTRY GEN	FY	MTWRF	C105	Aybar, Manuel		
10	CHEMISTRY GEN	FY	W	C155	Aybar, Manuel		
10	PE 3/SCI	FY	MTRF	GVM.A	Atkinson, Bill		

The **NOTIFY ATTENDANCE OFFICE** screen allows parents to submit notes to the office. Once on the screen, parents will be able to:

- Select whether the student(s) will be ABSENT or TARDY.
- Select for which date the notification is for. Parents may select either today or a future date. *Dates in the past will not be allowed.*
- Optionally select the day through which this attendance transaction takes place. If a student is going to be absent more than one day, this allows them report that.
- Select each student for which this notification pertains.
- Enter an attendance note describing the reason for Absence/Tardy.
 - **Once the form is filled in, the Parent will need to hit the "Submit to Office" button to finish.** Submitted forms will appear on the bottom of the screen so parents can keep track of any and all attendance notes they have created.

- A note is created for each student for each day they will be absent/tardy. If a parent reports their student will be absent on Monday and Tuesday, a separate note will appear for each day.
- If a parent wishes to remove a submitted note, they may do so as long as the note has not yet been processed in Genesis. This is accomplished by hitting the red X button to the right of the note.

Notes that have been processed by the attendance office will appear with a green check next to them.

Submitted Notifications					
FOR DATE	TYPE	STUDENT	REASON	SUBMITTED	
04/28/2016	Absence	Ed Daily	Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.	03/25/2016 by Genesis Demo	
04/28/2016	Absence	Hugh Daily	Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.	03/25/2016 by Genesis Demo	