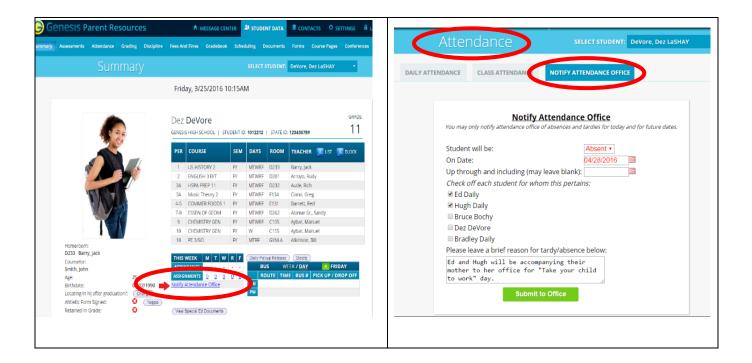
## Attendance Notification on the Genesis Parent Portal

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 **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	3
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	9