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	✖
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	✔