

Genesis Parent Portal: Notify Attendance Office

Purpose: To inform the school that your child(ren) will be late or absent for a day or multiple days. You can do so right from the [Genesis Parent Portal](#).

There are 2 ways to get to the "Notify Attendance Office" page.

- 1) Click on the link from the Summary page labeled "Notify Attendance Office"
- 2) Click on the "Attendance" tab, then click the "Notify Attendance Office" tab.

Notify Attendance Office Screen

Example:

The screenshot shows the "Attendance" section of the Genesis Parent Portal. At the top, there is a blue header with the word "Attendance" on the left and "SELECT STUDENT: DeVore, Dez LaSHAY" on the right. Below the header are three tabs: "DAILY ATTENDANCE", "CLASS ATTENDANCE", and "NOTIFY ATTENDANCE OFFICE". The "NOTIFY ATTENDANCE OFFICE" tab is selected and highlighted in blue. The main content area is titled "Notify Attendance Office" and includes the following fields and options:

- A message: "You may only notify attendance office of absences and tardies for today and for future dates."
- "Student will be:" with a dropdown menu set to "Absent".
- "On Date:" with a date field set to "04/28/2016" and a calendar icon.
- "Up through and including (may leave blank):" with an empty date field and a calendar icon.
- A section titled "Check off each student for whom this pertains:" with a list of checkboxes:
 - Ed Daily
 - Hugh Daily
 - Bruce Bochy
 - Dez DeVore
 - Bradley Daily
- "Please leave a brief reason for tardy/absence below:" with a text area containing the text: "Ed and Hugh will be accompanying their mother to her office for 'Take your child to work' day."
- A green "Submit to Office" button at the bottom.



(The example above uses sample students from a demo server)

Once the form is filled in click the "Submit to Office" button to finish. Submitted forms will appear on the bottom of the screen, which will allow you to keep track of any and all attendance notes you have created.

A note is created for each student for each day they will be absent/tardy. If you report your student will be absent on Monday and Tuesday, a separate note will appear for each day.

- If you wish to remove a submitted note, click on the **red X** button to the right of the note.



The comment you write in the note section will be visible to your child's teachers, school nurse and office staff. Be mindful of relaying confidential information about your child through this feature. Keep your note brief.

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	

(The example above uses sample students from a demo server)

Once notes have been processed by the school you must call your school's attendance secretary to make a change.

- A processed note will appear with a **green check mark** to the right of the note.

Submitted Notifications					
FOR DATE	TYPE	STUDENT	REASON	SUBMITTED	
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