

Notify Attendance Office

Districts may allow parent users to create Parent Attendance Notes which notify the district that their student will be absent or tardy directly through the Genesis Parents Portal.

How it works

When a parent logs into the Parent Portal there are two paths to creating Attendance Notes for the attendance office.

Each student who qualifies (based on setup) for Attendance Notes will have a link on their summary page labeled "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary.

Genesis Parent Resources | MESSAGE CENTER | STUDENT DATA | CONTACTS | SETTINGS | LOG OUT

Summary | Assessments | Attendance | Grading | Discipline | Fees And Fines | Gradebook | Scheduling | Documents | Forms | Course Pages | Conferences

Summary | SELECT STUDENT: DeVore, Dez LaSHAY

Friday, 3/25/2016 10:15AM

Dez DeVore | GRADE: 11
 GENESIS HIGH SCHOOL | STUDENT ID: 1012212 | STATE ID: 123436789

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	Aude, Rich		
3A	Music Theory 2	FY	MTWRF	F134	Ciano, 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	GYM-A	Atkinson, Bill		

Homeroom: D233 Barry, Jack
 Counselor: Smith, John
 Age: 25
 Birthdate: 05/12/1990 [Change](#)
 Locating in NJ after graduation?: [Change](#)
 Athletic Form Signed: [Toggle](#)
 Retained in Grade: [View Special Ed Documents](#)

THIS WEEK | M | T | W | R | F | [Daily Pickup Release](#) | [Delete](#)
ATTENDANCE | - | - | - | - | - | **BUS** | WEEK / DAY | **FRIDAY**
ASSIGNMENTS | 0 | 0 | 0 | 0 | 0 | **ROUTE** | **TIME** | **BUS #** | **PICK UP / DROP OFF**
 AM | _____
 PM | _____

[Notify Attendance Office](#)

Clicking the link will bring you directly to the **NOTIFY ATTENDANCE OFFICE** tab. Parents may also choose to navigate there directly by clicking on first, the **Attendance** tab, followed by the **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. The district setup (as discussed above) will determine which students appear in the list.
- Enter an attendance note describing the transaction. This note will appear in Genesis on multiple attendance screens and the students information bar letting everyone know that

the student has an attendance note on file



Attendance

SELECT STUDENT: DeVore, Dez LaSHAY

DAILY ATTENDANCE CLASS ATTENDANCE **NOTIFY ATTENDANCE OFFICE**

Notify Attendance Office

You may only notify attendance office of absences and tardies for today and for future dates.

Student will be: Absent ▾
On Date: 04/28/2016 
Up through and including (may leave blank): 

Check off each student for whom this pertains:

- Ed Daily
- Hugh Daily
- Bruce Bochy
- Dez DeVore
- Bradley Daily

Please leave a brief reason for tardy/absence below:

Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.

Submit to Office

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.