Genesis Parent Portal: Notify Attendance Office

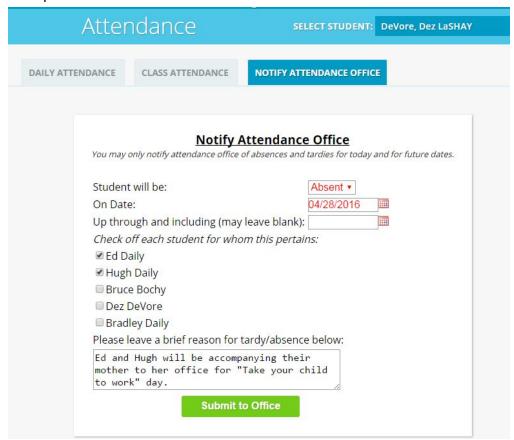
Purpose: To inform the school that your child(ren) will be late or absent for a day or multiple days. You can do so right from the <u>Genesis Parent Portal</u>.

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:



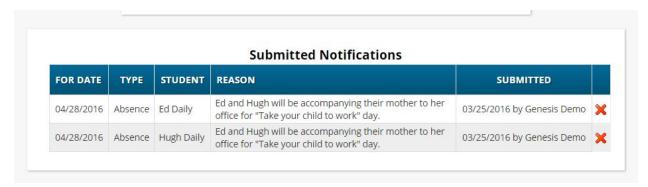
(The example above uses sample students from a demo server)

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.

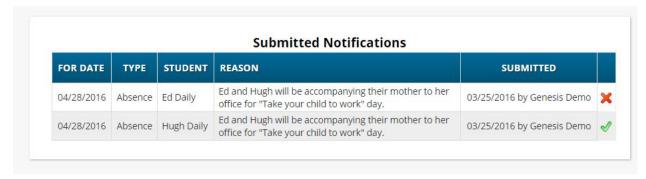
The comment you write in the note section will be visible to your child's teachers, school nurse and office staff. Be mindful of relaying confidential information about your child through this feature. Keep your note brief.



(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.



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