

# Attendance Notice – Notifying the school, via Genesis Parent Access

## Complete it by 9am the morning of the absence.

### How it works

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

The screenshot shows the Genesis Parent Resources interface. At the top, there are navigation tabs: MESSAGE CENTER, STUDENT DATA, CONTACTS, SETTINGS, and LOG OUT. Below this is a secondary navigation bar with various menu items like Summary, Assessments, Attendance, etc. The main content area is titled 'Summary' and shows the student's name 'Dez DeVore' and grade '11'. A table lists the student's courses, including US HISTORY 2, ENGLISH 3 B/T, HSPA PREP 11, Music Theory 2, COMMER FOODS 1, ESSEN OF GEOM, CHEMISTRY GEN, and PE 3/SCI. Below the course table, there is a 'THIS WEEK' summary with columns for M, T, W, R, F, and a 'Notify Attendance Office' link. A red arrow points to this link. Other elements include a student photo, personal details like age and birthdate, and a bus schedule table.

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		

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	0

[Notify 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.

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 this student has an attendance note on file. For more information on how the Notes look on the Genesis side, please see article [Parent Attendance Notes](#).

# 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.

### 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	✗

Notes that have been processed by the attendance office will appear with a green check next to them.

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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	✓