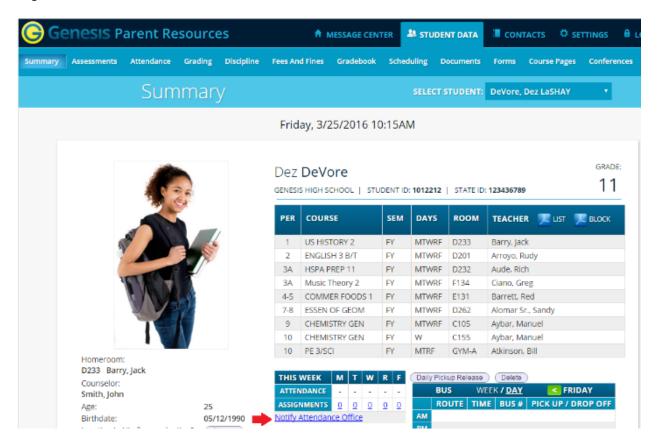
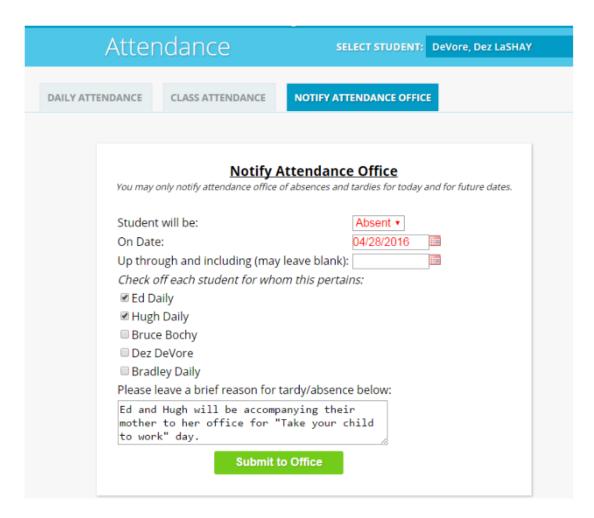


Reporting a Student Absent or Tardy

Log into Genesis and on the home screen click on the 'NOTIFY ATTENDANCE OFFICE' link.



You will be transferred to the 'NOTIFY ATTENDANCE OFFICE' tab. Parents may also choose to navigate there directly by clicking on the 'Attendance' tab, then 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 the date(s) of the absence/tardy. Parents may select either today or a future date. Dates
 in the past are not allowed. If a student is going to be absent more than one day enter the
 ending date in the 'Up through and including (may leave blank):' field.
- Select each student for which this notification pertains.
- Enter an attendance note describing the reason for the absence/tardy. This note will appear in Genesis as part of the student's attendance file

Once the form completed, the parent will need to hit the 'Submit to Office' button. Submitted forms will appear on the bottom of the screen so parents can keep track of any and all attendance notes they have created.

			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	×

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		