

**WEST WINDSOR—PLAINSBORO
REGIONAL SCHOOL DISTRICT**

Reporting a Student Absent or Tardy

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

The screenshot shows the Genesis Parent Resources interface. At the top, there are navigation tabs: Summary, Assessments, Attendance, Grading, Discipline, Fees And Fines, Gradebook, Scheduling, Documents, Forms, Course Pages, and Conferences. The 'Summary' tab is selected. Below the navigation is a header for 'Summary' with a 'SELECT STUDENT:' dropdown menu set to 'DeVore, Dez LaSHAY'. The main content area displays the student's name 'Dez DeVore' and 'GRADE: 11'. Below the name is a table of courses:

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		

Below the course table, there is a 'THIS WEEK' summary table and a 'BUS' schedule table. A red arrow points to a link labeled 'Notify Attendance Office' in the 'ASSIGNMENTS' row of the 'THIS WEEK' table.

Additional student information shown includes: Homeroom: D233 Barry, Jack; Counselor: Smith, John; Age: 25; Birthdate: 05/12/1990.

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.

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

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

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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	✔