

## Notify Attendance Office

When a parent logs into Genesis Parent Access there are two paths to creating Attendance Notes for the attendance office. Each student will have a link for Attendance Notes on their summary page labeled "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary.

### PC view

### Phone View

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.
- Enter an attendance note. 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.

## Notify Attendance Office

PC view	Phone View
<div data-bbox="196 233 943 275"> <p>Attendance <span style="float: right;">SELECT STUDENT: <a href="#">Getlink</a>, <a href="#">See Linklist</a></span></p> </div> <div data-bbox="224 310 760 342"> <p> <a href="#">DAILY ATTENDANCE</a>             <a href="#">CLASS ATTENDANCE</a>             <a href="#">NOTIFY ATTENDANCE OFFICE</a> </p> </div> <div data-bbox="293 394 889 877"> <p style="text-align: center;"><b>Notify Attendance Office</b></p> <p style="text-align: center;"><i>You may only notify attendance office of absences and tardies for today and for future dates.</i></p> <p>Student will be: <input type="text" value="Absent"/></p> <p>On Date: <input type="text" value="04/28/2016"/></p> <p>Up through and including (may leave blank): <input type="text"/></p> <p>Check off each student for whom this pertains:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All Daily</li> <li><input checked="" type="checkbox"/> Single Daily</li> <li><input type="checkbox"/> Once Weekly</li> <li><input type="checkbox"/> One Day/One</li> <li><input type="checkbox"/> One Day/One</li> </ul> <p>Please leave a brief reason for tardy/absence below:</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.</p> </div> <p style="text-align: center;"><a href="#">Submit to Office</a></p> </div>	<div data-bbox="1003 233 1414 296"> <p>Verizon 1:48 PM 100%</p> <p>← <a href="https://parents.mtsd.k12.nj.us">parents.mtsd.k12.nj.us</a></p> </div> <div data-bbox="1003 317 1414 432"> <p style="text-align: right;"><b>Genesis</b></p> <p>Notify Attendance Office</p> </div> <div data-bbox="1003 443 1414 963"> <p style="text-align: center;"><b>Notify Attendance Office</b></p> <p style="text-align: center;"><i>You may only notify attendance office of absences and tardies for today and for future dates.</i></p> <p>Student will be: <input type="text"/></p> <p>On Date: <input type="text"/></p> <p>Up through and including (may leave blank): <input type="text"/></p> <p>Check off each student for whom this pertains:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All Daily</li> </ul> <p>Please leave a brief reason for tardy/absence below:</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: center;"><a href="#">Submit to Office</a></p> </div>

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.