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						
Genesis Parent Resources	A MESSAGE CEN	ITER 🎎 s	TUDENT DATA	CONTACTS		•••	○ Verizon 중		1:49 PM		∦ 100% == •	
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Summary				E Enterne das subtant	•					Gen	esis 🕞	
	Friday, 3/25/2016 1	0:15AM				3	GR4 Techolog	SY FY	123456		Series James	
	Course Management				GRADE:	4	GR4 Science	FY	123456	113	Gallinama, /Sr	
C	GENESIS HIGH SCHOOL ST	UDENT ID: 🖮	STATE	D: I diamarka	11	4	GR4 Wor Lang	'ld FY	123456		figns (serve)	
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	3A Music Theory 2	FY M	WRF F134	Garn, Grag		_						
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	9 CHEMISTRY GEN	FY M	TWRF C105	Aller (Menal)			ROUTE	ТІМЕ	BUS	BUS	PICK UP / D	
	10 CHEMISTRY GEN	FY W	C155	Application and and			KOUTE	THVIL	STOP	#	OFF	
Homeroom:	10 PE 3/5CI		IRF GYM-A	Delete		AN	1 12 V	9:13AM		1046	100001-0001-0-000	
Counselor: Age: Birthdate:	ATTENDANCE ASSIGNMENTS Q Q Q	Q Q	ROUTE TI	VEEK / DAY SI FI ME BUS # PICK UP /	RIDAY DROP OFF	PN	1 12V	4:04PM		1016	1000140122100	
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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
Attendance SELECT STUDENT:	
DAILY ATTENDANCE CLASS ATTENDANCE NOTIFY ATTENDANCE OFFICE	Genesis
Notify Attendance Office You may only notify attendance office of absences and tardies for today and for Student will be: Absent	rfuture dates. Notify Attendance Office You may only notify attendance office of absences and tardies for today and for future dates.
On Date: 04/28/2016 Up through and including (may leave blank): Check off each student for whom this pertains:	Student will be:
	Up through and including (may leave blank):
Please leave a brief reason for tardy/absence below: and will be accompanying their mother to her office for "Take your child to work" day.	Check off each student for whom this pertains:
Submit to Office	
	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.