

Notify Attendance Office

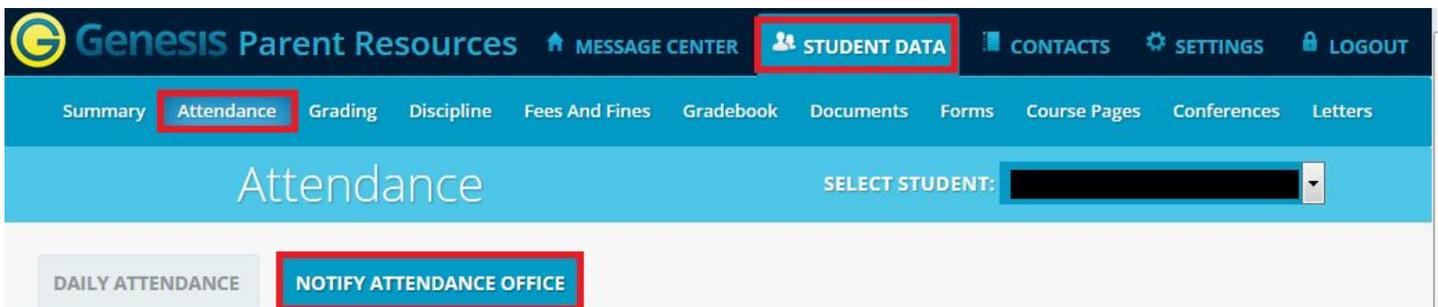
The Notify Attendance Office feature allows parents and guardians to use the Parent Portal to notify schools of student attendance events.

The Notify Attendance Office screen can be reached in two ways. From the **Student Data** → **Summary** screen, there is a link below the "This Week" summary box.



THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	1	1	1	1	1
Notify Attendance Office					

The Notify Attendance Office screen can also be reached by navigating to the **Student Data** → **Attendance** → **Notify Attendance Office** tab.



Genesis Parent Resources

MESSAGE CENTER STUDENT DATA CONTACTS SETTINGS LOGOUT

Summary Attendance Grading Discipline Fees And Fines Gradebook Documents Forms Course Pages Conferences Letters

Attendance SELECT STUDENT: [dropdown menu]

DAILY ATTENDANCE NOTIFY ATTENDANCE OFFICE

To use the **Notify Attendance Office** feature, follow these steps.

1. Select *Absent*, *Tardy*, or *Early Dismissal* from the drop-down menu.
2. Select the date range of the attendance event. Leave the second data field blank if the attendance event is only for one day.
3. Check off all students that the attendance event applies to.
4. Write a brief reason for the attendance event.
5. Click the "Submit to Office" button.

Notify Attendance Office

You may only notify the attendance office about today and/or future dates.

Student will be: (1)

On Date: (2)

Up through and including (may leave blank):

Check off each student for whom this pertains:

(3) Student 1
 Student 2

Please leave a brief reason for the attendance request:

(4)

(5)

The history of the student's Notify Attendance Office submissions is also shown. This list will include your submissions and those from anyone else that has access to the student, such as other guardians.

Submitted Notifications

FOR DATE	TYPE	STUDENT	REASON	SUBMITTED	
10/25/2018	Absence	Student 1	Student 1 will be out sick.	10/24/2018 by (Genesis Sysadmin)	✘

If the attendance office has **not yet processed** the submission, you can delete the submission by clicking the ✘ symbol to the right of the submission that you wish to delete.