

# Attendance Notification on the Genesis Parent Portal

When a parent logs into the Parent Portal there are two paths to creating Attendance Notes for the attendance office.

1. Each student who qualifies (based on setup) for Attendance Notes will have a link on their summary page labeled "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary. Clicking the link will bring you directly to the **NOTIFY ATTENDANCE OFFICE** tab.
2. Parents may also choose to navigate directly to the page by clicking the **ATTENDANCE** tab, followed by the **NOTIFY ATTENDANCE OFFICE** tab.

The screenshot displays the Genesis Parent Resources interface. On the left, the 'Summary' page for student Dez DeVore is shown. A red circle highlights the 'Notify Attendance Office' link under the 'ASSIGNMENTS' section. On the right, the 'Notify Attendance Office' form is visible, with red circles around the 'Attendance' tab and the 'NOTIFY ATTENDANCE OFFICE' sub-tab. The form includes a dropdown for 'Student will be:' (set to 'Absent'), a date field (04/28/2016), and checkboxes for students to notify: Ed Daily, Hugh Daily, Bruce Bochy, Dez DeVore, and Bradley Daily. A text area for 'Please leave a brief reason for tardy/absence below:' contains the text: 'Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.' A green 'Submit to Office' button is at the bottom.

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 describing the reason for Absence/Tardy.

- 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.
- 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	