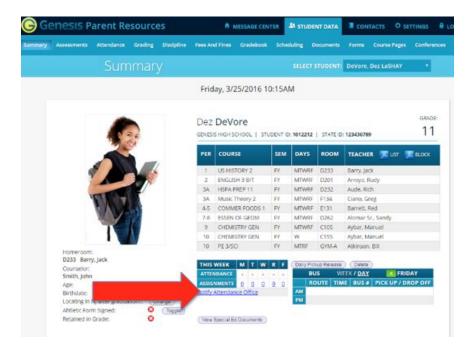
Log Student Attendance in the Genesis Parent Portal

Upper Saddle River is rolling out a new feature of the Genesis SIS Parent Portal. It is the ability to notify the district that your child will be absent directly through the Genesis Parent Portal.

Steps to Use

- 1) Log on to the Genesis Parent Portal
- 2) Click the "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary on the Summary page.



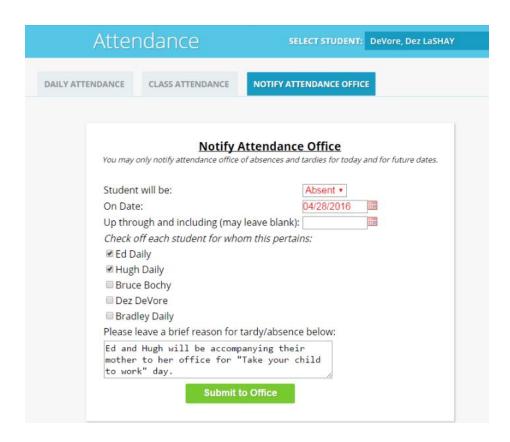
Clicking the link will bring you directly to the **NOTIFY ATTENDANCE OFFICE** tab.

(Note: Parents may also choose to navigate there directly by clicking the Attendance tab, followed by the NOTIFY ATTENDANCE OFFICE tab.)

The **NOTIFY ATTENDANCE OFFICE** screen allows parents to submit attendance and notes to the district. Once on the screen, please:

- 1) Select that the student(s) will be absent.
- 2) Select for which date the notification is for. Parents may select either today or a future date. (*Note: Dates in the past will not be allowed.*)

- 3) Optional You may use "Up through and including" if your child is going to be absent more than one day.
- 4) If you have multiple children in the district, you may select each one that will be absent and to which this notification pertains.
- 5) Enter an attendance note (reason) describing why the student will be absent. This note will appear in Genesis on multiple attendance screens.



6) Please Click hit the "Submit to Office" button to finish.

Notes:

Parents can keep track of any and all attendance notes they have created at the bottom of the screen

A note is created for each student for each day they will be absent/tardy. Example: 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.