

## 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.

The screenshot shows the Genesis Parent Resources interface. At the top, there's a navigation bar with 'MESSAGE CENTER', 'STUDENT DATA', 'CONTACTS', 'SETTINGS', and 'LOG OUT'. Below that, a secondary navigation bar lists various tabs: 'Summary', 'Assessments', 'Attendance', 'Grading', 'Discipline', 'Fees And Fines', 'Gradebook', 'Scheduling', 'Documents', 'Forms', 'Course Pages', and 'Conferences'. The main content area is titled 'Summary' and shows the student's name 'Dez DeVore', grade '11', and school 'GENESIS HIGH SCHOOL'. A table lists the student's courses, including US HISTORY 2, ENGLISH 3 B/T, HSPA PREP 11, Music Theory 2, COMMER FOODS 1, ESSH OF GEOM, CHEMISTRY GEN, and PE 3/SCI. Below the table, there's a 'THIS WEEK' section with a calendar view for Friday, 3/25/2016. A red arrow points to the 'Notify Attendance Office' link under the 'ATTENDANCE' section.

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.

The screenshot shows a web interface for 'Attendance' with a student selected as 'DeVore, Dez LaSHAY'. There are three tabs: 'DAILY ATTENDANCE', 'CLASS ATTENDANCE', and 'NOTIFY ATTENDANCE OFFICE'. The 'Notify Attendance Office' form contains the following fields and options:

- Notify Attendance Office**  
*You may only notify attendance office of absences and tardies for today and for future dates.*
- Student will be:
- On Date:
- Up through and including (may leave blank):
- Check off each student for whom this pertains:
  - Ed Daily
  - Hugh Daily
  - Bruce Bochy
  - Dez DeVore
  - Bradley Daily
- Please leave a brief reason for tardy/absence below:
- 

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.