

## CALL FOR SAFETY

- Parents will no longer call or email their child's school when they are going to be absent or late.
- Parents are required to notify the school office by the time school starts each day their child will be absent or late.
- **If your child knows your password, please change it now so they do not have the ability to report themselves absent from school.**
- There are two ways to access this feature in your Genesis Parent Portal.
- The first way is to click the "Notify Attendance Office" link on the summary screen under your child's attendance summary.

Mary Test-Student GRADE: 09

LIVINGSTON HIGH SCHOOL | STUDENT ID: 000100 | STATE ID:

THIS WEEK	M	T	W	R	F	BUS	WEEK / DAY	< WEDNESDAY >
ATTENDANCE								
<a href="#">Notify Attendance Office</a>						AM		
						PM		

- The second way to access this feature is to go to Attendance → Notify Attendance Office.

Genesis Parent Resources MESSAGE CENTER **STUDENT DATA** CONTACTS SETTINGS

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

# Attendance

SELECT STUDENT: Smith-Test Student, Mary A

DAILY ATTENDANCE CLASS ATTENDANCE **NOTIFY ATTENDANCE OFFICE**

- Choose “Absent” from the “**Student will be:**” dropdown.
- In the “**On Date:**” field enter the date your child will be absent.
- If your child will be out just one day you can leave the second date blank.
- Enter a date in the “**Up through and including (may leave blank)**” field If your child will be absent more than one day, Enter the ending date your child will be absent. Do not include the date they will return. You can choose a range of five days.
- Enter a comment which is required.
  - If student is **not coming to school** today enter the reason for the absence.
  - If the student is going to be **late to school** enter that the student will be late, the reason, and the expected time they will arrive to school. Your child will be marked absent until they arrive at school and check in with the office.
- Check off the name(s) of any of your children that will be absent.
- Click Submit to Office.

### Notify Attendance Office

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

Student will be: Absent ▾

On Date: 09/06/2018

Up through and including (may leave blank) 09/07/2018

*Check off each student for whom this pertains:*

Mary Smith-Test Student

Please leave a brief reason for the attendance request:

My child is not feeling well today.

Submit to Office

- All guardians will be able to see the notifications that have been reported to the office.
- The school has the ability to send you a note back.
- If the office has not processed your notification yet there will be a red “X” on the right side of that date.
- If you click the red “X” the request will be deleted.
- If the school has already processed your request, there will be a green checkmark and you will not be able to delete it. Please call your child’s school to adjust their attendance.
- If you notice a notification for a day you did not report your child out from school, please notify your child’s school right away.

### Submitted Notifications

FOR DATE	TYPE	STUDENT	REASON	SUBMITTED	
09/15/2021	Absence	Mary Test-Student	Mary is not feeling well	08/25/2021 by John Smith	✗
09/14/2021	Absence	Mary Test-Student	Mary is not feeling well	08/25/2021 by John Smith	✗
09/13/2021	Absence	Mary Test-Student	Mary is not feeling well	08/25/2021 by John Smith	✗
09/10/2021	Absence	Mary Test-Student	Mary is still not feeling well	08/25/2021 by John Smith	✓
<b>Office Comment:</b> Please have mary bring a doctor note when she comes back to school					
09/09/2021	Absence	Mary Test-Student	Mary will be late to school, she had a Doctor appointment. She should arrive at 9:30	08/25/2021 by John Smith	✓
09/03/2021	Absence	Mary Test-Student	Mary is not feeling well	08/04/2021 by John Smith	✓