

# Waldwick Middle School

## **School Absence/Attendance Procedure:**

### **How to Notify the Attendance Office via the Genesis Parent Portal**

When a student will be absent from school, a parent/guardian should log in to the Genesis Parent Portal and follow prompts via the attendance tab to report their child's absence before 8:15 a.m. Parents may use the Portal to note student absences up to five days in advance. Using the Portal for attendance allows school administration to get a live accurate report of student attendance, which is imperative for school security.

Voice messages left on the Attendance Office answering machine regarding absences, tardies or early dismissals, will not be processed. Any parent with an extenuating circumstance that prevents use of the Portal should contact the Attendance Office via email at [raffaelej@waldwickschools.org](mailto:raffaelej@waldwickschools.org)

Please note: A parental notification on the Genesis Portal verifies, but does not excuse, the student absence. Family vacation does not constitute an excused school absence. Medical notes are due to the Attendance Office within five days of the occurrence of the absence. Medical notes received after the fifth day may not be accepted and, therefore, will be viewed as an unexcused absence.

**STEP 1: Log into the [Genesis Parent Portal](#).**

**Waldwick School District**

# Parent Access

**User Name:**

**Password:**

Login    Forgot My Password

User Name is your personal email address. After 5 failed password attempts, your account will be disabled and will have to be reset by the Genesis administrator. Therefore, if you forgot your password, select Forgot My Password immediately and you will be sent a new password within a few minutes.

**STEP 2:** Select the “Attendance” tab and then the Notify Office.

**Genesis**

**Student Data**

- Summary
- Attendance**
  - Daily Attendance
  - Class Attendance
  - Notify Office**
- Conduct
- Fees And Fines
- Gradebook
- Documents
- Forms
- Letters

**August**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October**

S	M	T	W	T	F	S
1	2	3	4	5	6	7

**November**

S	M	T	W	T	F	S
			1	2	3	4

**STEP 3:** The Notify Attendance Office Screen allows parents/guardians to submit an absence or tardy to

Waldwick Middle School. Please fill in all the required information:

- Type of absence (Drop Down Menu - Absent or Tardy)
- Date - Can be multiple dates
- Reason - provide a reason for the absence
  - Examples: Sick/Doctors appointment/Personal/College Visit/Driving Test/Death in Family/etc)

The screenshot shows the 'Notify Attendance Office' form within the Genesis system. The left sidebar contains a menu with options: Student Data, Summary, Attendance (with sub-items Daily Attendance and Class Attendance), Notify Office, Conduct, Fees And Fines, Gradebook, Documents, Forms, and Letters. The main form area has the title 'Notify Attendance Office' and a note: 'You may only notify the attendance office about today and/or future dates.' The form includes fields for 'Student will be:' (a dropdown menu with a red arrow pointing to it), 'On Date:' (a date picker with a blue arrow pointing to it), 'Up through and including (may leave blank):' (another date picker), and a section 'Check off each student for whom this pertains:' with a checked checkbox and a blurred name. Below this is a text area for 'Please leave a brief reason for tardy/absence below:' with a grey arrow pointing to it. A green 'Submit to Office' button is at the bottom right.

**\*Please Note: You can also access the same screen by selecting the “Notify Office” button on the bottom of the Summary Tab.**

Parents can keep track of any and all attendance notes they have created at the bottom of this screen. A note is created for each student for each day they will be absent/tardy. For example if a parent/guardian reports their student will be absent on Monday and Tuesday, a separate note will appear for each day. If a parent/guardian wishes to remove a submitted note, they may do so as long as the note has not yet been processed in Genesis which is indicated by a delete button. To remove a note, hit delete.

## Student Data

Summary

Attendance

Daily Attendance

Class Attendance

Notify Office

Conduct

Fees And Fines

Gradebook

Documents

Forms

Letters

## Contacts

Settings

Logout

## Notify Attendance Office

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

Student will be:

On Date:



Up through and including (may leave blank):



Check off each student for whom this pertains:



Please leave a brief reason for tardy/absence below:

Submit to Office

## Submitted Notifications

## Absence on 09/08/2023

Reason: **Driving Test**

Submitted: 09/06/2023 by Kevin Carroll

Delete