## **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.

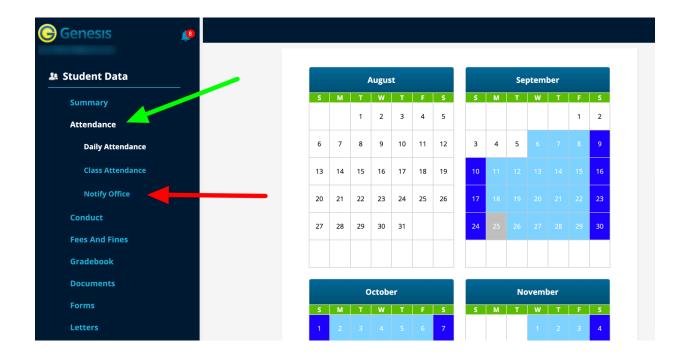
Voice messages left on the Attendance Office answering machine regarding absences, tardies or early dismissals, will not be processed. Any parent with an extenuating circumstance that prevents use of the Portal should contact the Attendance Office via email at <a href="mailto:raffaelej@waldwickschools.org">raffaelej@waldwickschools.org</a>

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.



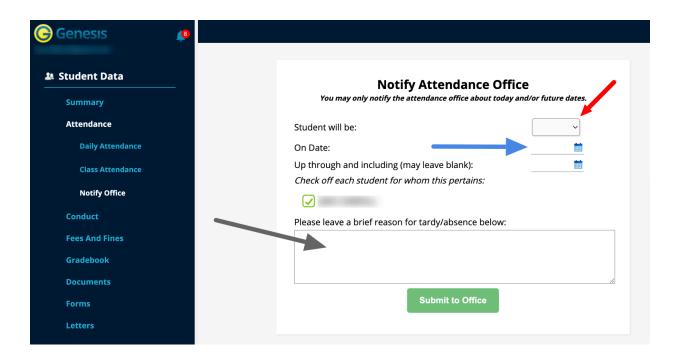
STEP 2: Select the "Attendance" tab and then the Notify Office.



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)



\*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.

