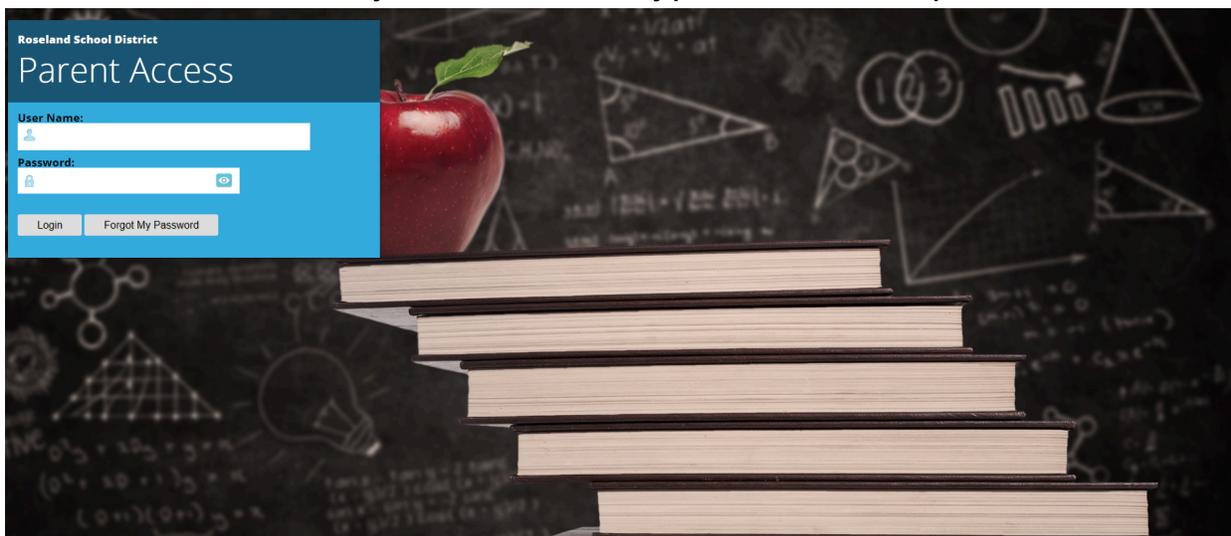
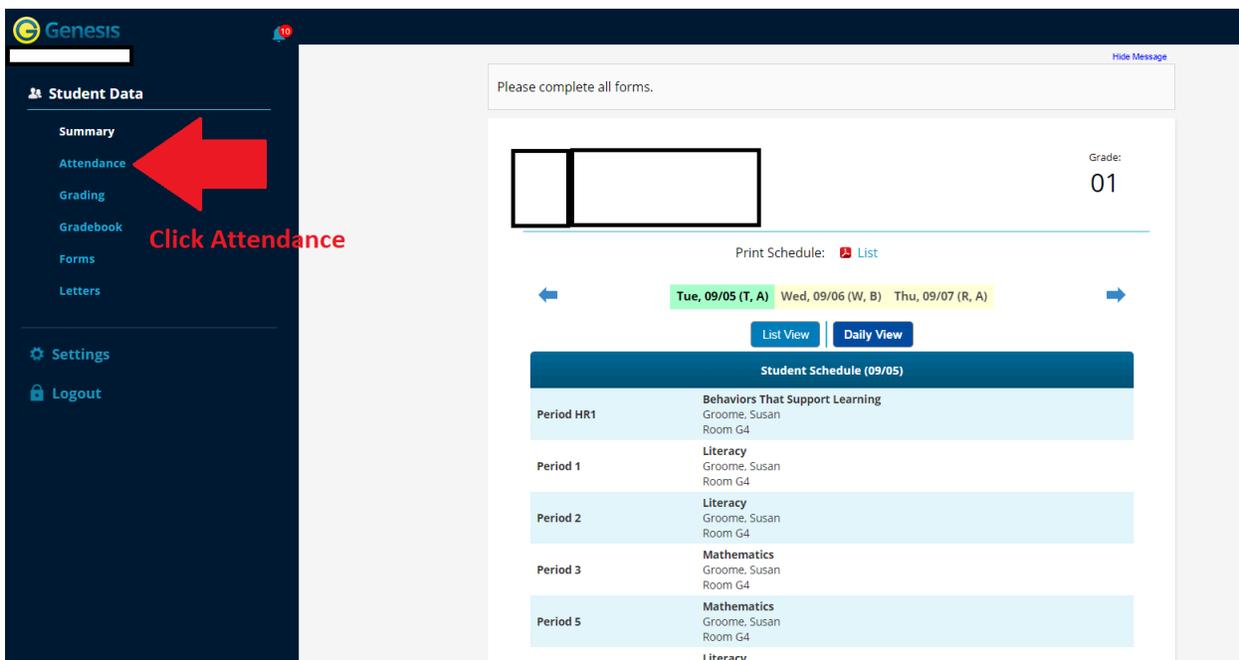


Genesis Parent Portal Student Attendance “How-To”

To mark your child absent or tardy please follow these steps!



Log in to the parent portal



Click “Attendance”

Please complete all forms.

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

October							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18

☐ Select "Notify Office"

Please complete all forms.

Notify Attendance Office

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

Student will be: 1 →

On Date: ← 2

Up through and including (may leave blank):

Check off each student for whom this pertains:

Please leave a brief reason for tardy/absence below: ← 4

5 →

Follow these instructions and refer to the red arrows:

1. Select "Absent" or "Tardy" from the dropdown menu (arriving after 9:00 am is considered tardy)
2. Select the date your child or children will be absent or tardy (you may leave the return date blank)
3. Click the checkbox to select your child/ren that will be absent or tardy
4. Leave a brief description of the reason for the absence or tardy (this is required!)
5. Click "Submit to Office" (Please note that after 9:45 am you will not be able to change the absence or tardy)

If you have any questions regarding the parent portal, please contact Mrs. Dallow at rdallow@roselandnjboe.org