Genesis Parent Portal Student Attendance "How-To"

Roseland School District Parent Access	
User Name:	ALLE BORNER DELLE
Login Forgot My Password	
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To mark your child absent or tardy please follow these steps!

□ Log in to the parent portal

🕞 Genesis 🧔			
🌡 Student Data	Please complete all form	S.	Hide Message
Summary Attendance Grading Gradebook			Grade: 01
Click Attendance	+	Print Schedule: List Tue, 09/05 (T, A) Wed, 09/06 (W, B) Thu, 09/07 (R, A) List View Daily View	⇒
🔅 Settings		Student Schedule (09/05)	
🖻 Logout	Period HR1	Behaviors That Support Learning Groome, Susan Room G4	
	Period 1	Literacy Groome, Susan Room G4	
	Period 2	Literacy Groome, Susan Room G4	
	Period 3	Mathematics Groome, Susan Room G4	
	Period 5	Mathematics Groome, Susan Room G4	
		Literacy	

Click "Attendance"

Genesis	<u>(</u>														Liida
Student Data		Please comp	ete all	forms.											Hide
Summary															
Attendance			August							September					
Daily Attendance		S	М	Т	W	Т	F	S	S	М	Т	W	Т	F	S
Notify Office				1	2	3	4	5						1	2
Grading		6	7	8	9	10	11	12	3	4	5				9
Gradebook		13	14	15	16	17	18	19	10	11					16
Forms		20	21	22	23	24	25	26	17						23
Letters	Select "Notify Office"	27	28	29	30	31			24						30
Settings															
Logout					Octobe	r					N	ovemb	er		
		S	м	Т	w	Т	F	S	S	М	т	W	T	F	S
		1	2					7							4
		8	9					14	5						11
		15	16					21	12						18

Select "Notify Office"

Genesis	<u>p</u>
	Hide Message
🌡 Student Data	Please complete all forms.
Summary	
Attendance	Notify Attendance Office
Daily Attendance	You may only notify the attendance office about today and/or future dates.
Notify Office	Student will be: 1
Grading	On Date: 📩 📩 📥 2
Gradebook	Up through and including (may leave blank):
Forms	Check off each student for whom this pertains:
Letters	
🛱 Settings	Please leave a brief reason for tardy/absence below:
- Sectings	
🖻 Logout	
	5 Submit to Office

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