

Student Absence Notification in the Genesis Parent Portal

When a parent logs into the Parent Portal they will be able to create Attendance Notes for the attendance office.

Each student will have a link on their summary page labeled "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary.

The screenshot shows the Genesis Parent Resources interface. At the top, there are navigation tabs: MESSAGE CENTER, STUDENT DATA, CONTACTS, SETTINGS, and LOG. Below this is a secondary navigation bar with tabs: Summary, Assessments, Attendance, Grading, Discipline, Fees And Fines, Gradebook, Scheduling, Documents, Forms, Course Pages, and Conferences. The main content area is titled 'Summary' and shows the selected student: 'DeVore, Dez LaSHAY'. The date and time are 'Friday, 3/25/2016 10:15AM'. A student photo of Dez DeVore is shown on the left. To the right of the photo, the student's name 'Dez DeVore' is displayed, along with 'GENESIS HIGH SCHOOL | STUDENT ID: 1012212 | STATE ID: 123436789' and 'GRADE: 11'. Below the photo, personal information is listed: Homeroom: D233 Barry, Jack; Counselor: Smith, John; Age: 25; Birthdate: 05/12/1990; Locating in NJ after graduation?: Change; Athletic Form Signed: Toggle; Retained in Grade: Toggle. A table of courses is shown, listing PER, COURSE, SEM, DAYS, ROOM, and TEACHER. Below the course table is a 'THIS WEEK' summary table with columns for M, T, W, R, F. The 'ASSIGNMENTS' row has a link 'Notify Attendance Office' with a red arrow pointing to it. To the right of the 'THIS WEEK' table are buttons for 'Daily Pickup Release' and 'Delete', and a 'BUS' section with a 'WEEK / DAY' dropdown set to 'FRIDAY' and a table with columns 'ROUTE', 'TIME', 'BUS #', and 'PICK UP / DROP OFF'.

Clicking the link will bring you directly to the **NOTIFY ATTENDANCE OFFICE** tab. Parents may also choose to navigate there directly by clicking on first, the **Attendance** tab, followed by the **NOTIFY ATTENDANCE OFFICE** tab.

The **NOTIFY ATTENDANCE OFFICE** screen allows parents to submit notes to the attendance office.

Once on the screen, parents will be able to:

- Select whether the student(s) will be absent or tardy.
- Select for which date the notification is for. Parents may select either today or a future date. **Dates in the past will not be allowed.**
- Optionally select the day through which this attendance transaction takes place. If a student is going to be absent more than one day, this allows them report that.
- Select each student for which this notification pertains.
- Enter an attendance note describing the transaction

The screenshot shows a web interface for 'Attendance'. At the top, there is a blue header with the word 'Attendance' on the left and 'SELECT STUDENT: DeVore, Dez LaSHAY' on the right. Below the header are three tabs: 'DAILY ATTENDANCE', 'CLASS ATTENDANCE', and 'NOTIFY ATTENDANCE OFFICE', with the last one being active. The main content area is titled 'Notify Attendance Office' and includes a sub-header: 'You may only notify attendance office of absences and tardies for today and for future dates.' The form contains the following fields and options: 'Student will be:' with a dropdown menu set to 'Absent'; 'On Date:' with a date picker set to '04/28/2016'; 'Up through and including (may leave blank):' with an empty date picker; a section titled 'Check off each student for whom this pertains:' with checkboxes for 'Ed Daily' (checked), 'Hugh Daily' (checked), 'Bruce Bochy' (unchecked), 'Dez DeVore' (unchecked), and 'Bradley Daily' (unchecked); a text area labeled 'Please leave a brief reason for tardy/absence below:' containing the text 'Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.'; and a green 'Submit to Office' button at the bottom.

Once the form is filled in, the Parent will need to hit the "Submit to Office" button to finish. Submitted forms will appear on the bottom of the screen so parents can keep track of any and all attendance notes they have created.

A note is created for each student for each day they will be absent/tardy. If a parent reports their student will be absent on Monday and Tuesday, a separate note will appear for each day.

If a parent wishes to remove a submitted note, they may do so **as long as the note has not yet been processed in Genesis**. This is accomplished by hitting the red X button to the right of the note.

Submitted Notifications					
FOR DATE	TYPE	STUDENT	REASON	SUBMITTED	
04/28/2016	Absence	Ed Daily	Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.	03/25/2016 by Genesis Demo	✘
04/28/2016	Absence	Hugh Daily	Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.	03/25/2016 by Genesis Demo	✘

Notes that have been processed by the attendance office will appear with a green check next to them. Changes to these notifications will require a call to the school.

Submitted Notifications					
FOR DATE	TYPE	STUDENT	REASON	SUBMITTED	
04/28/2016	Absence	Ed Daily	Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.	03/25/2016 by Genesis Demo	✘
04/28/2016	Absence	Hugh Daily	Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.	03/25/2016 by Genesis Demo	✔