## **MONROE TOWNSHIP PUBLIC SCHOOLS**

Woodland Elementary School 42 Harrison Avenue Monroe Township, NJ 08831 Phone 732-251-1177 Fax 732-251-1563

Adam Layman Principal Samantha McCloud Assistant Principal

Dear Parents/Guardians,

Woodland School will join Mill Lake School this year in the ability to log attendance through the Genesis Parent Portal. Effective Thursday, September 5<sup>th</sup>, the Attendance Office will be utilizing the Genesis portal to document **ALL** absent & tardy excuses. Please document pertinent medical reasons in the comments section so we may track health trends in the classroom. We will no longer be accepting phone calls on the attendance phone line. For your reference, attached is the Parent Portal and Notifying Attendance Office Instructions.

Thank you,

MaryAnn Procopio R.N., CSN

Attachments

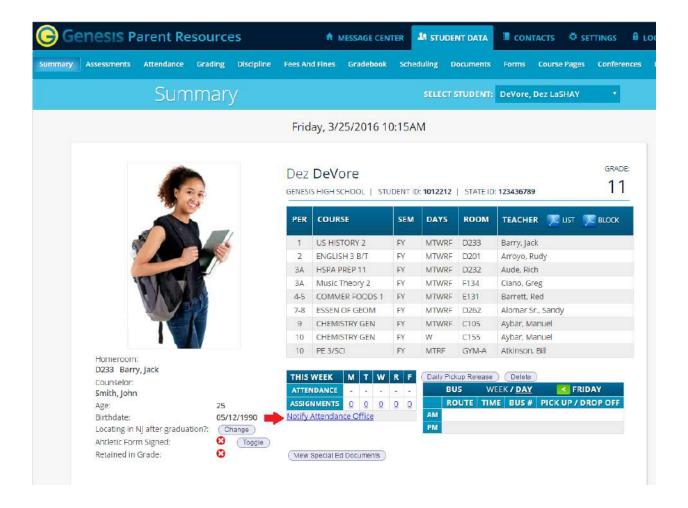
## **Notify Attendance Office**

Districts may allow parent users to create Parent Attendance Notes which notify the district that their student will be absent or tardy directly through the Genesis Parents Portal.

## How it works

When a parent logs into the Parent Portal there are two paths to creating Attendance Notes for the attendance office.

Each student who qualifies (based on setup) for Attendance Notes will have a link on their summary page labeled "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary.



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 office.

Once on the screen, parents will be 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. The district setup (as discussed above) will determine which students appear in the list.
- Enter an attendance note describing the transaction. This note will appear in Genesis on multiple attendance screens and the students information bar letting everyone know that

the student has an attendance note on file

| Attendance   |   | SELECT STUDENT: DeVore, Dez LaSHAY               |  |
|--|---|--|--|
| DAILY ATTENDANCE   | CLASS ATTENDANCE  | NOTIFY ATTENDANCE OFFICE                         |  |
| Studen On Dat Up thro Check  Ed D Hug Bruce Dez Brace Please Ed and mother | only notify attendance office of<br>t will be:<br>e:<br>ough and including (may<br>off each student for who | ardy/absence below: anying their Take your child |  |

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.



Notes that have been processed by the attendance office will appear with a green check next to them.

| 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 | 2 |  |
| 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 | 9 |  |