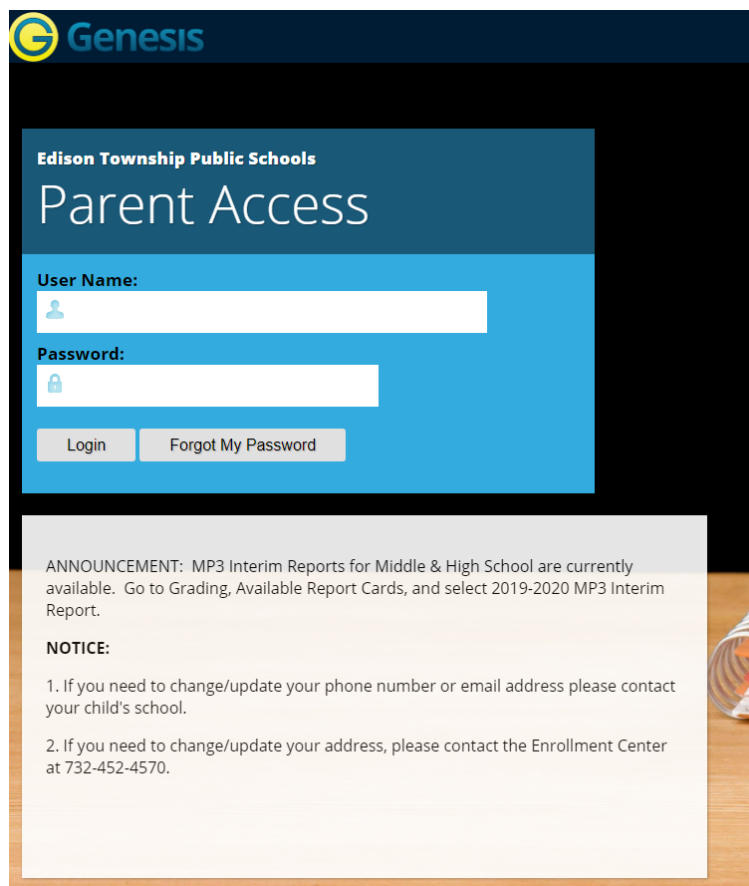## Parent Guide on Entering Attendance for Students

During the timeframe that students will be utilizing online learning, parents will need to enter attendance daily in order for student to receive credit. This will be tracked through the **PARENT PORTAL.**

**\*\*PLEASE POST YOUR CHILD'S ATTENDANCE NO LATER THAN 11:00AM.\*\***

To access the Parent Portal: https://parents.edison.k12.nj.us/genesis/parents?gohome=true

**User Name**: enter full email address

**Password**: enter password



On the Student Data screen, select **Attendance**, then **Notify Attendance Office**
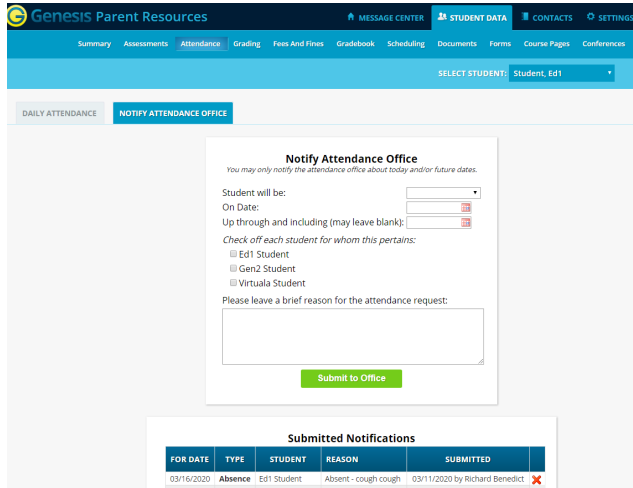
1) Enter if student is **Present**, **Absent**, **Tardy** or **Early Dismissal** by selecting from the drop down menu

## Notify Attendance Office
You may only notify the attendance office about today and/or future dates.

Student will be: Present ▾

\* A student can only be marked present for Today (03/13/2020)

Check off each student for whom this pertains:
☐ Ed1 Student
☐ Gen2 Student
☐ Virtuala Student

Please leave a brief reason for the attendance request:

**Submit to Office**

2) Check off each Student whom this pertains to by placing an "x" in the appropriate box(s)

3.) Optional: Enter a brief description for attendance request and press **SUBMIT TO OFFICE!**