

Parent Guide on Entering Attendance for Students

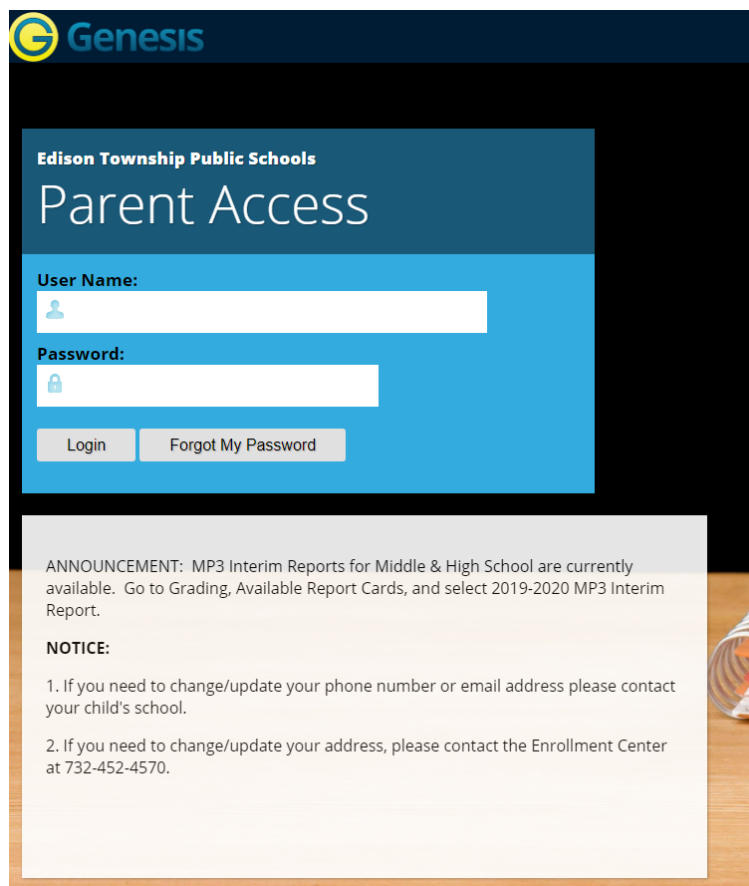
During the timeframe that students will be utilizing online learning, parents will need to enter attendance daily in order for student to receive credit. This will be tracked through the **PARENT PORTAL**.

****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



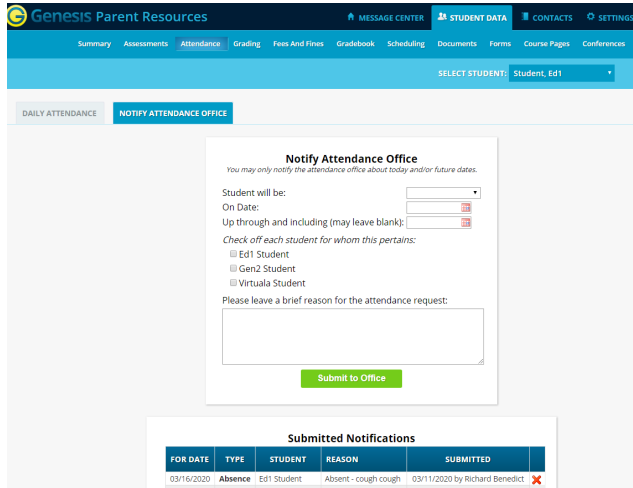
The screenshot shows the login interface for Edison Township Public Schools. At the top left is the Genesis logo. The main heading is "Edison Township Public Schools Parent Access". Below this is a login form with two input fields: "User Name:" with a person icon and "Password:" with a lock icon. There are two buttons: "Login" and "Forgot My Password". Below the form is an announcement box with the following text:

ANNOUNCEMENT: MP3 Interim Reports for Middle & High School are currently available. Go to Grading, Available Report Cards, and select 2019-2020 MP3 Interim Report.

NOTICE:

1. If you need to change/update your phone number or email address please contact your child's school.
2. If you need to change/update your address, please contact the Enrollment Center at 732-452-4570.


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: 

* 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!**