

**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.

**Genesis Parent Resources** | MESSAGE CENTER | STUDENT DATA | CONTACTS | SETTINGS | LOG OUT

Summary | Assessments | Attendance | Grading | Discipline | Fees And Fines | Gradebook | Scheduling | Documents | Forms | Course Pages | Conferences

Summary | SELECT STUDENT: DeVore, Dez LaSHAY

Friday, 3/25/2016 10:15AM



Homeroom:  
D233 Barry, Jack  
Counselor:  
Smith, John  
Age:  
25  
Birthdate:  
05/12/1990 [Change](#) [Notify Attendance Office](#)  
Locating in NJ after graduation?:  [Change](#)  
Athletic Form Signed:  [Toggle](#)  
Retained in Grade:

[View Special Ed Documents](#)

**Dez DeVore** GRADE: 11

GENESIS HIGH SCHOOL | STUDENT ID: 1012212 | STATE ID: 123436789

PER	COURSE	SEM	DAYS	ROOM	TEACHER		
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack		
2	ENGLISH 3 B/T	FY	MTWRF	D201	Arroyo, Rudy		
3A	HSPA PREP 11	FY	MTWRF	D232	Aude, Rich		
3A	Music Theory 2	FY	MTWRF	F134	Ciano, Greg		
4-5	COMMER FOODS 1	FY	MTWRF	E131	Barrett, Red		
7-8	ESSEN OF GEOM	FY	MTWRF	D262	Alomar Sr., Sandy		
9	CHEMISTRY GEN	FY	MTWRF	C105	Aybar, Manuel		
10	CHEMISTRY GEN	FY	W	C155	Aybar, Manuel		
10	PE 3/SCI	FY	MTRF	GYM-A	Atkinson, Bill		

THIS WEEK	M	T	W	R	F	Daily Pickup Release <input type="checkbox"/> <a href="#">Delete</a>	
ATTENDANCE	-	-	-	-	-	BUS WEEK / DAY <span style="color: green;">&lt; FRIDAY</span>	
ASSIGNMENTS	0	0	0	0	0	ROUTE TIME BUS # PICK UP / DROP OFF	
						AM	
						PM	

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 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**

## Notify Attendance Office

*You may only notify attendance office of absences and tardies for today and for future dates.*

Student will be:

On Date:

Up through and including (may leave blank):

*Check off each student for whom this pertains:*

- Ed Daily
- Hugh Daily
- Bruce Bochy
- Dez DeVore
- Bradley Daily

Please leave a brief reason for tardy/absence below:

Ed and Hugh will be accompanying their mother to her office for "Take your child to work" day.

**Submit to Office**

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.

### 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	✔