

August 28, 2024

Dear Elementary Parents/Guardians,

As we prepare for the 2024-2025 school year, we are excited to share new and helpful changes to the Daily Attendance process for elementary school families. **Parents/guardians are now required to report student absences, lateness, and early dismissal requests using the Genesis Parent Portal.**

**Instructions:**

1. Log into your Genesis Parent Portal.
2. Click on the “**Student Data**” menu.
3. Find “**Notify Office**” under “**Attendance**”.
4. Enter the required information (Absence, Tardy, or Early Dismissal) including reasons for the absence/tardy/early dismissal in the box provided.
5. Click “**Submit to Office**”.
6. All parents/guardians will receive a confirmation email to the email account(s) listed on Genesis.

All contact information must be up to date in your Parent Portal to receive relevant communication regarding your student. If you have any questions, please contact your school for information and assistance.

**Regarding Religious Holidays:**

Tenafly Public Schools acknowledge the unique culture and background of individuals and communities. As per **N.J.S.A. 18A:36-14 through 16** and **N.J.A.C. 6A:32-8.4(e)**, any student absent from school because of a religious holiday may not be deprived of any opportunities available to them as a student. To be entitled to the privileges set forth above, the parent/guardian must indicate this through Genesis under the “Notify Office” tab, citing the religious holiday, **prior to the date of anticipated absence.**

- Follow steps 1-4 above
- In the “**Description**” section, write “**Religious Holiday**” *and list the specific religious holiday* from the state-approved holiday list. Then click “**Submit to Office**”. (<https://www.nj.gov/education/holidays.shtml>)
- **All religious holiday absences must be submitted in advance to be excused.**

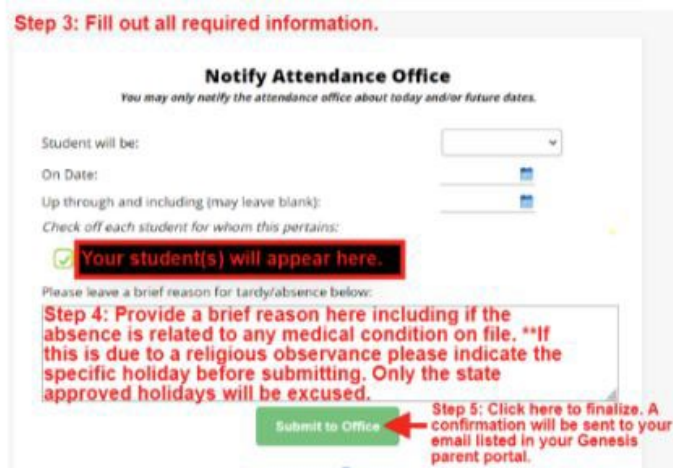
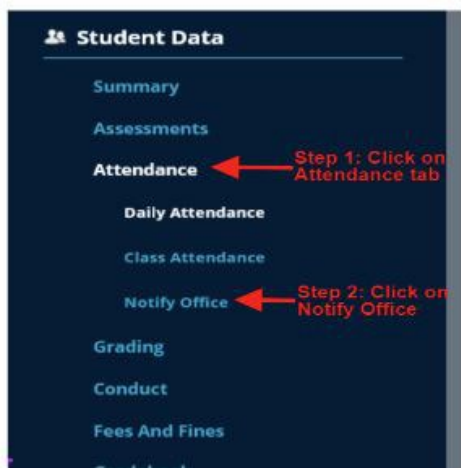
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*On the following pages, you will find additional information to frequently asked questions (FAQ) regarding attendance.*

## FAQ's Regarding School Absences:

### • How do I enter the Attendance for my child?

- All absences must be entered in the [Genesis Parent Portal](#) before 9 A.M. After 9:00 A.M., please call the School's Nurse's Office.
- To enter an absence, follow these steps in the Parent Portal:



### • What happens if my child comes to school late?

- A student is considered late/tardy if they arrive after 8:40.
- Students are expected to arrive at 8:30
- Frequent lateness interferes with instruction and disrupts the class.
- Parents/guardians must notify the school of their child's lateness through the Genesis Parent Portal (**before 9 A.M.**) After 9 A.M., please call the school's Main Office.
- A student is considered present for the day if they have completed at least 4 hours of school.

### • What do I need to do if my child has to leave school early?

- Parents/guardians of students must enter the Early Dismissal in the Parent Portal (**before 11 A.M.**) After 11 A.M., please call the Main Office **all students MUST be signed-out.**
- **Students leaving school early must be picked up by 2:45 PM.**
- A student is considered present for the day if they have completed at least 4 hours of school.

### • How do I get my child's Attendance Information and Warnings?

- Daily Attendance information can be found under the Attendance tab in Genesis.
- Warnings will be automatically sent via Genesis to parents/guardians after 6 and 10 absences.

### • What is the absence limit for a student?

- An elementary student may be retained at grade level, under Policy 5410, when the student has been absent 18 or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused per the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.
- Exceptions to this rule may be made for students who have demonstrated through completion of home assignments, assessments, and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.