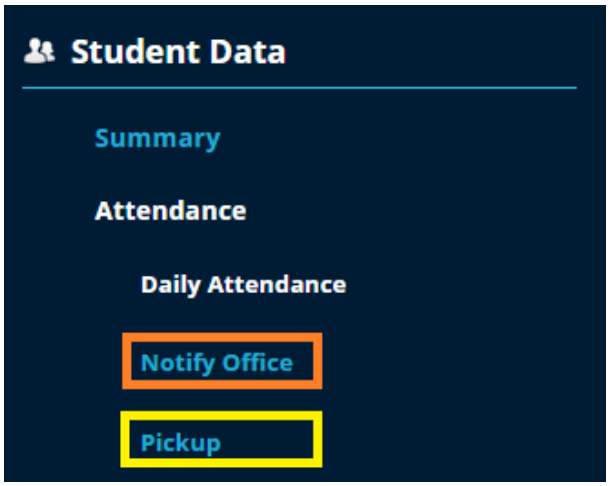
The **Notify Attendance** screen allows you to report an absence to your child's school. You can reach the Notify Attendance screen from the Attendance module or through a link that appears on the Student Data-Summary Screen.

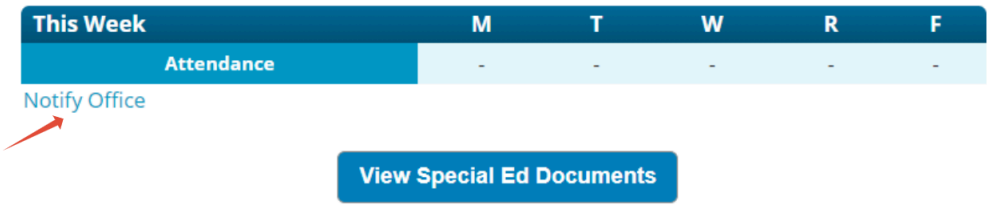
The **Daily Pickup Release** allows you to report an early release to your child's school. You can reach the Pickup Release screen from the Attendance module or through a link that appears on the Student Data-Summary Screen. *Releases cannot be created or changed after 12:00pm.*

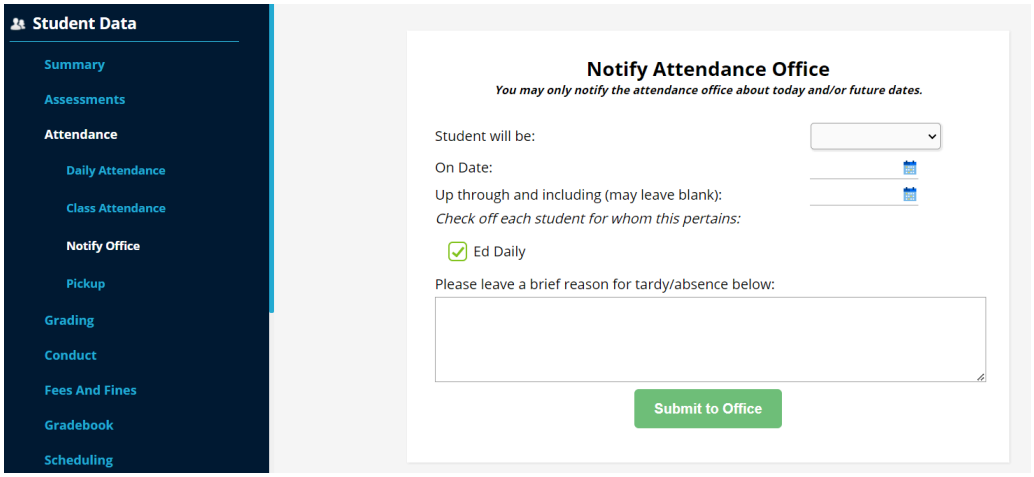


Notify Attendance Office

The NOTIFY ATTENDANCE OFFICE screen allows parents to submit notes to the office.
Once on the screen, parents will be able to:

- Use the “Student will be:” dropdown to select Absent.
- 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.
- Enter an attendance note describing the transaction.





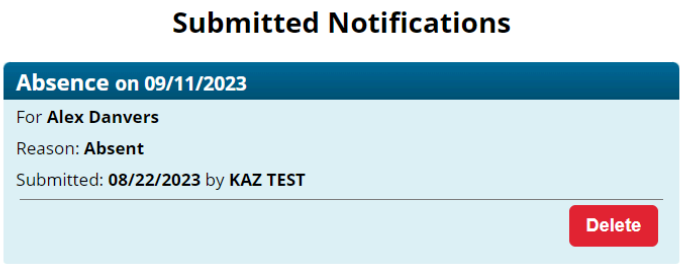
Once the form is filled in, the Parent will need to hit the "Submit to Office" button to finish. Submitted forms will appear on the bottom of the screen so parents can keep track of any and all attendance notes they have created.

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.

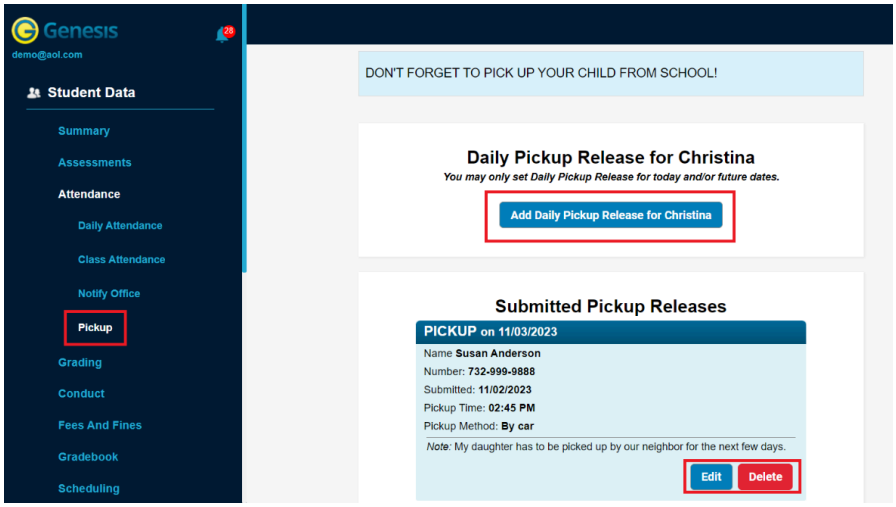
This is accomplished by hitting DELETE next to the note.

Notes that have been processed by the attendance office will no longer have DELETE listed.

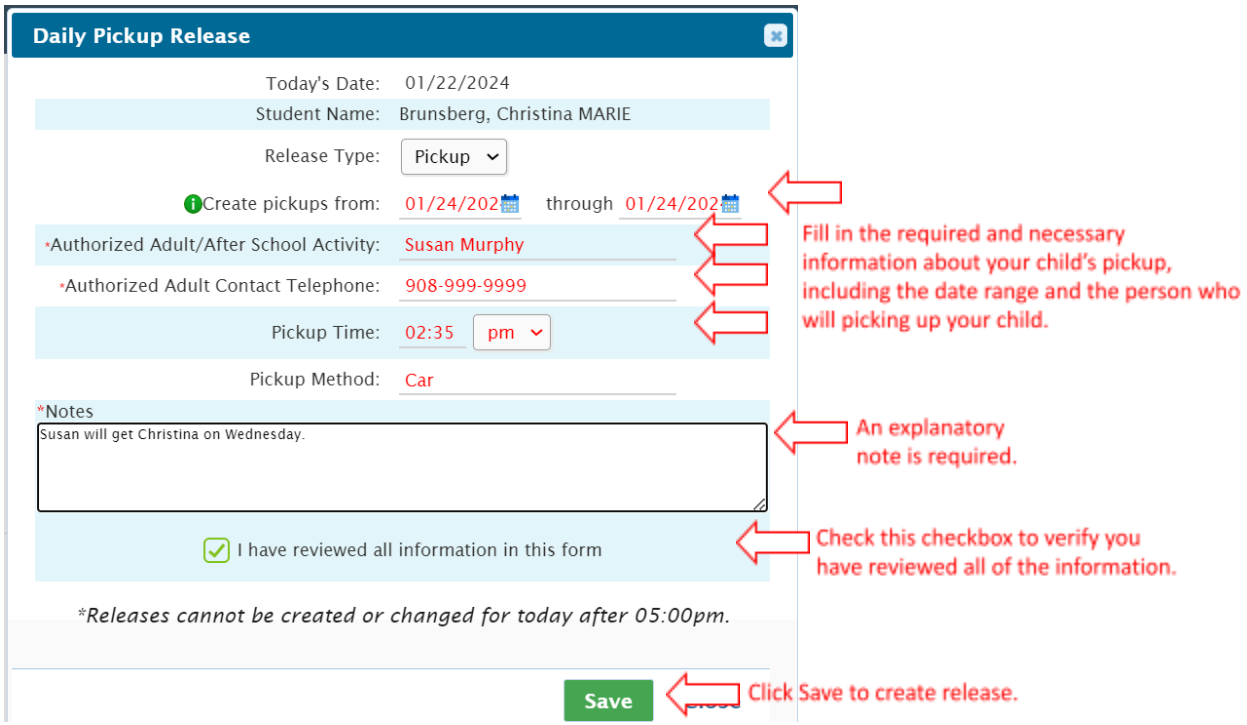


Pickup Notices

The Pickup screen lets you enter notes to the Attendance office that your child be picked up from School:



Clicking on the "Add Daily Pickup Release" button brings up the create release popup. To create the release, fill in all of the fields in the dialog:



Removing or Updating Existing Pickup Releases

To remove an existing release, click the corresponding Delete button.

To alter any of the information on an existing release, click the Edit button. When editing a pickup release, only the Notes area can be changed. To make any other type of change, please delete the release and create a new one.