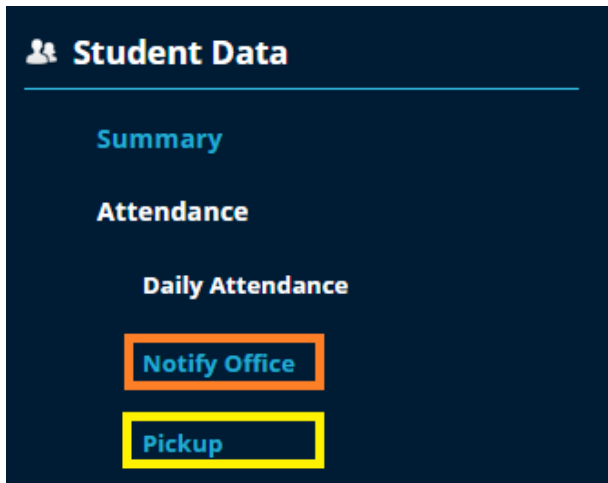


The **Notify Attendance** screen allows you to report an absence to your child's school. You can reach the Notify Attendance screen from the Attendance module or through a link that appears on the Student Data-Summary Screen.

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 whom this notification pertains.
- Enter an attendance note describing the transaction.

This Week	M	T	W	R	F
Attendance	-	-	-	-	-

Notify Office

View Special Ed Documents

Student Data

Summary

Assessments

Attendance

Daily Attendance

Class Attendance

Notify Office

Pickup

Grading

Conduct

Fees And Fines

Gradebook

Scheduling

Notify Attendance Office

You may only notify the attendance office about today and/or future dates.

Student will be:

On Date:

Up through and including (may leave blank):

Check off each student for whom this pertains:

☒ Ed Daily

Please leave a brief reason for tardy/absence below:

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 DELETE next to the note.

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

Submitted Notifications

Absence on 09/11/2023
For Alex Danvers
Reason: Absent
Submitted: 08/22/2023 by KAZ TEST
Delete

Pickup Notices

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

The screenshot shows the Genesis Student Data interface. On the left is a dark blue sidebar with a menu: Student Data, Summary, Assessments, Attendance, Daily Attendance, Class Attendance, Notify Office, Pickup (highlighted with a red box), Grading, Conduct, Fees And Fines, Gradebook, and Scheduling. The main content area has a light blue header with the text "DON'T FORGET TO PICK UP YOUR CHILD FROM SCHOOL!". Below this is a section titled "Daily Pickup Release for Christina" with the subtext "You may only set Daily Pickup Release for today and/or future dates." and a button "Add Daily Pickup Release for Christina" (highlighted with a red box). Below that is a section titled "Submitted Pickup Releases" with a table showing a pickup on 11/03/2023 for Susan Anderson. The table includes fields for Name, Number, Submitted, Pickup Time, and Pickup Method. At the bottom of the table are "Edit" and "Delete" buttons (both highlighted with red boxes).

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:

The screenshot shows the "Daily Pickup Release" dialog box. It contains the following fields and instructions:

- Today's Date: 01/22/2024
- Student Name: Brunsberg, Christina MARIE
- Release Type: Pickup (dropdown menu)
- Create pickups from: 01/24/2024 through 01/24/2024 (with calendar icons)
- *Authorized Adult/After School Activity: Susan Murphy
- *Authorized Adult Contact Telephone: 908-999-9999
- Pickup Time: 02:35 pm (with a dropdown menu)
- Pickup Method: Car
- *Notes: Susan will get Christina on Wednesday.
- ☒ I have reviewed all information in this form
- *Releases cannot be created or changed for today after 05:00pm.
- Save button

Red arrows point to the following fields with instructions:

- Release Type, Create pickups from, through, *Authorized Adult/After School Activity, *Authorized Adult Contact Telephone, Pickup Time, and Pickup Method: "Fill in the required and necessary information about your child's pickup, including the date range and the person who will picking up your child."
- *Notes: "An explanatory note is required."
- ☒ I have reviewed all information in this form: "Check this checkbox to verify you have reviewed all of the information."
- Save button: "Click Save to create release."

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.