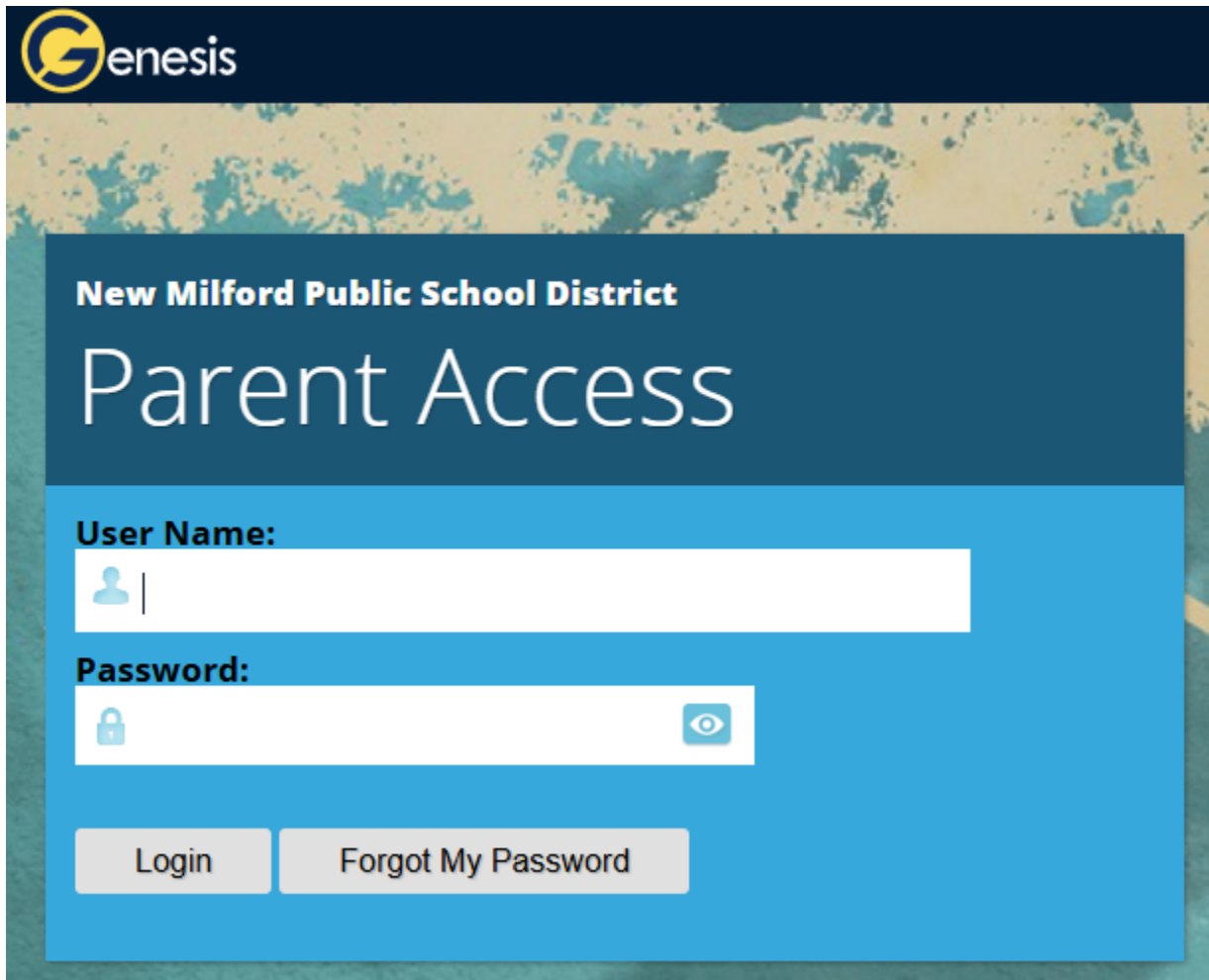
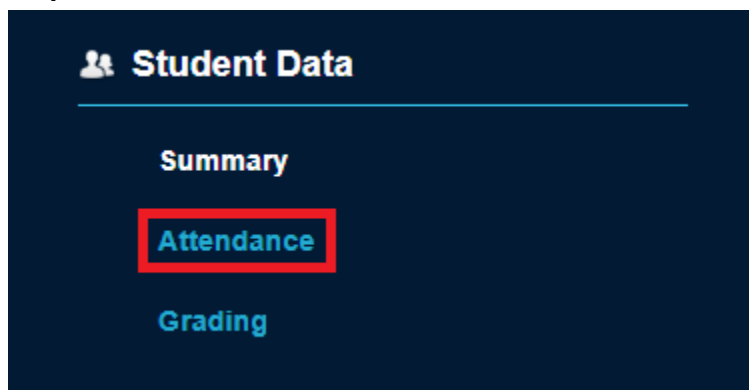


Step 1: Login to the Genesis Parent Portal:



The image shows the login interface for the Genesis Parent Portal. At the top, there is a dark blue header with the "Genesis" logo in yellow and white. Below the header, the background features a textured, abstract pattern in shades of blue and green. A large, dark blue rectangular box contains the text "New Milford Public School District" in white, followed by "Parent Access" in a larger white font. Below this, there are two input fields: "User Name:" with a user icon and "Password:" with a lock icon and a toggle eye icon. At the bottom of the box are two buttons: "Login" and "Forgot My Password".

Step 2: Click on Attendance” on the left hand side of the screen:



Step 3: Click the “Notify Office” option that shows under “Attendance”:



Step 4: Fill out the “Notify Attendance Office” with the type of attendance (Absent, Tardy, Early Dismissal), as well as the Date, check off which students this will pertain to, and fill out a reason for extra context:

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:

☐ Student 1

☐ Student 2

Please leave a brief reason for the attendance request:

Submit to Office

Step 5: Click “Submit to Office”