



WALL TOWNSHIP PUBLIC SCHOOLS

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New Option for Reporting Student Absences: Genesis Parent Portal

We are pleased to offer parents and guardians a new, convenient way to notify your child's school when your student will be absent or tardy: the **Notify Attendance Office** feature within the Genesis Parent Portal. This is an **additional** option available to you. You may continue to notify the attendance office by phone or email as you have done in the prior school year.

As always, parents/guardians are still required to notify the school office by the start of the school day for any absence or tardy. Reporting through Genesis satisfies this requirement.

A Note on Account Security

If your child knows your Genesis password, please change it now so that they do not have the ability to report themselves absent from school.

How to Access the Feature

1. Log in to your Genesis Parent Portal account.
2. On the Student Data panel on the left of the screen, click Attendance, then Notify Office. This brings you directly to the Notify Attendance Office screen.

The screenshot shows the Genesis Parent Portal interface. On the left is a dark blue sidebar with a 'Student Data' section containing links for Summary, Attendance, Daily Attendance, Notify Office (highlighted with a red arrow), Grading, Fees And Fines, Family Calendar, Documents, Forms, Conferences, Letters, Contacts, Settings, and Logout. The main content area is titled 'Notify Attendance Office' with a subtitle 'You may only notify the attendance office about today and/or future dates.' The form includes fields for 'Student will be:' (a dropdown menu set to 'Absent'), 'On Date:' (a date picker set to '05/19/2026'), and 'Up through and including (may leave blank):' (a date picker). Below these is a section 'Check off each student for whom this pertains:' with checkboxes for 'Reynolds Student' (checked), 'Avatar Zoom3', 'AA Grade5' (checked), and 'Avatar Zoom7'. At the bottom is a text box for 'Please leave a brief reason for the attendance request:' containing the text 'The children have a doctor's appointment at 9:00 and will arrive to school later in the morning.' A green 'Submit to Office' button is at the bottom right.

Completing the Form

1. Choose Absent or Tardy from the “Student will be” dropdown.
2. Select the date the notification is for. You may only notify the attendance office about today and/or future dates.

3. If your child will be out more than one day, use the “Up through and including” field to set an end date.
4. Check off the name(s) of any children this notification applies to.
5. Enter a brief reason for the absence or tardiness.
6. Click Submit to Office.

Once submitted, you can track your notifications at the bottom of the screen. A red X means the office has not yet processed the note (you may still delete it); a green checkmark means it has been processed. If you need to make a change after it has been processed, please call the school office directly.

We hope this new option makes reporting absences a little easier for your family. If you have questions or need help accessing the Genesis Parent Portal, please contact your child's school office or the Technology Department.

Sincerely,

Wall Township Public Schools