Tenafly Public Schools
500 Tenafly Road
Tenafly, New Jersey 07670
www.tenaflyschools.org

Tenafly Public Schools
Attendance Information

Dear Parents/Guardians,

As we prepare for the upcoming school year, please be aware of our attendance protocols for reporting student absences, early dismissal, and lateness requests. **Parents/guardians are 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.
Thank you for your continued support and cooperation. We look forward to a successful school year with you!

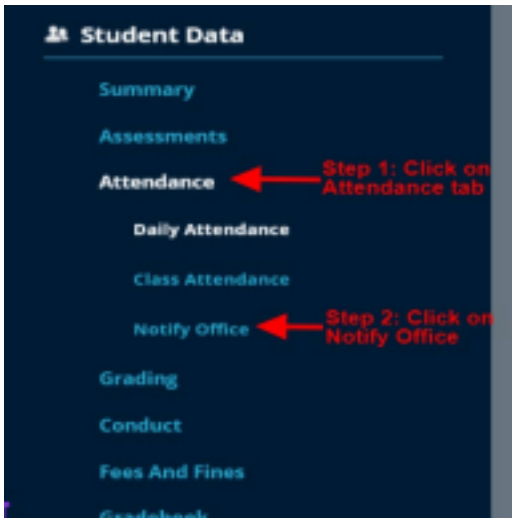
On the following page, you will find additional information and frequently asked questions regarding attendance.

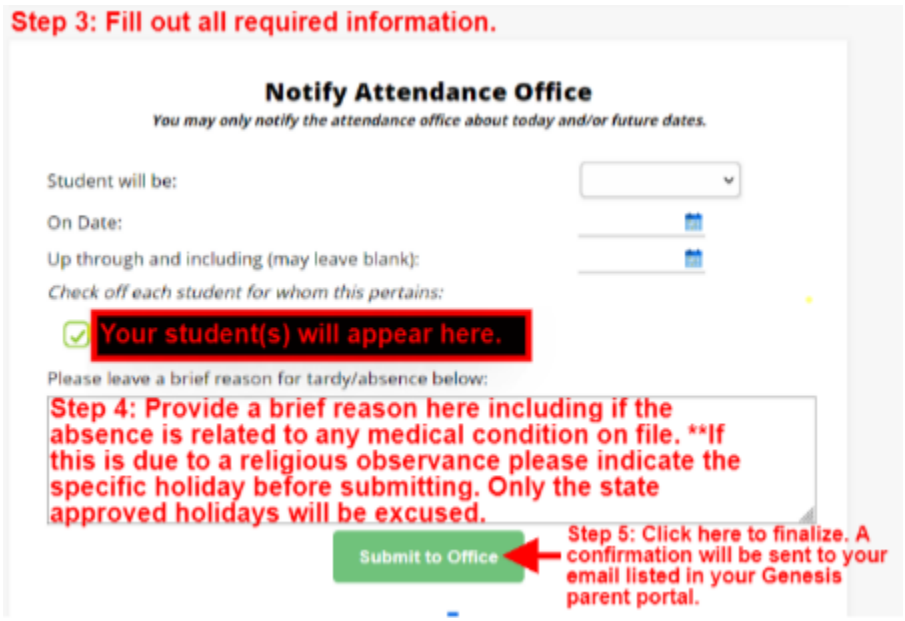
FAQ's Regarding School Absences:

● How do I enter the Attendance for my child?

○ All absences must be entered in the Genesis Parent Portal before 10 A.M. After 10:00 A.M., elementary parents please email the School Nurse. Middle and high school parents should email their school's attendance office (msattendance@tenafly.k12.nj.us or hsattendance@tenafly.k12.nj.us)

○ To enter an absence, follow these steps in Parent Portal:





● What happens if my child comes to school late?

○ Elementary students are considered late/tardy if they arrive after 8:40. Students are expected to arrive at 8:30.

○ Middle school students are considered late/tardy if they arrive after 8:27.

○ High School students are considered late/tardy if they arrive after 8:10 on A-D days and 8:30 on E days.

○ 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 10 A.M.) After 10 A.M., please email your student's school.

○ 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 must leave school early?

○ Parents/guardians of students must enter the Early Dismissal in the Parent Portal (before 10 A.M.) After 10 A.M., please email your student's school. **All students MUST be signed out**. ○ **Elementary 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 or middle school** 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.

○ A **high school** student may lose credit in a course if they miss **14 or more classes**.