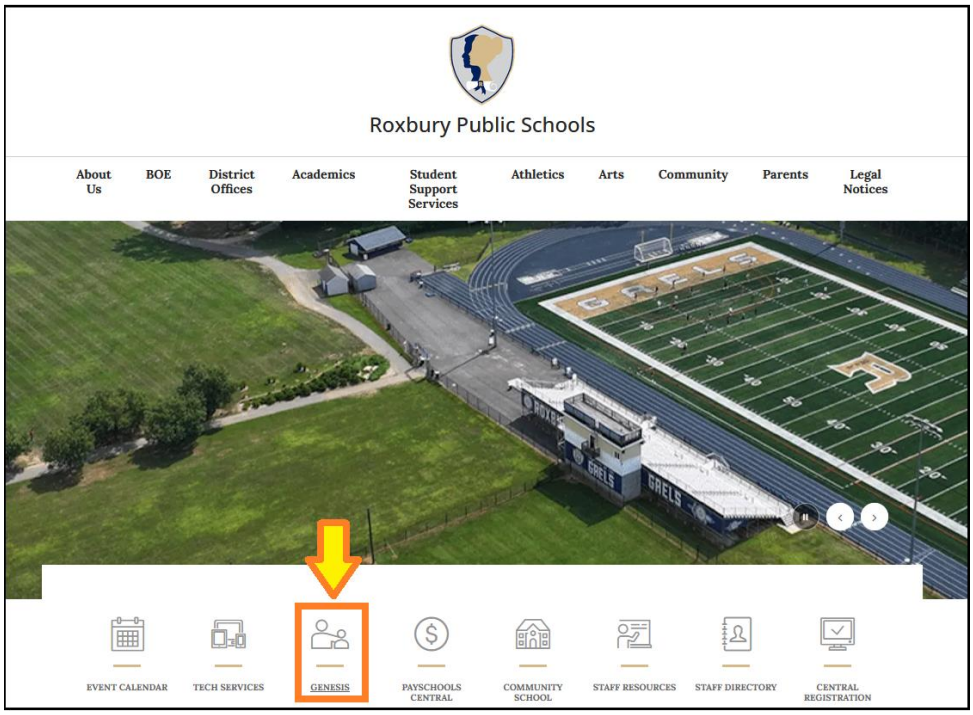
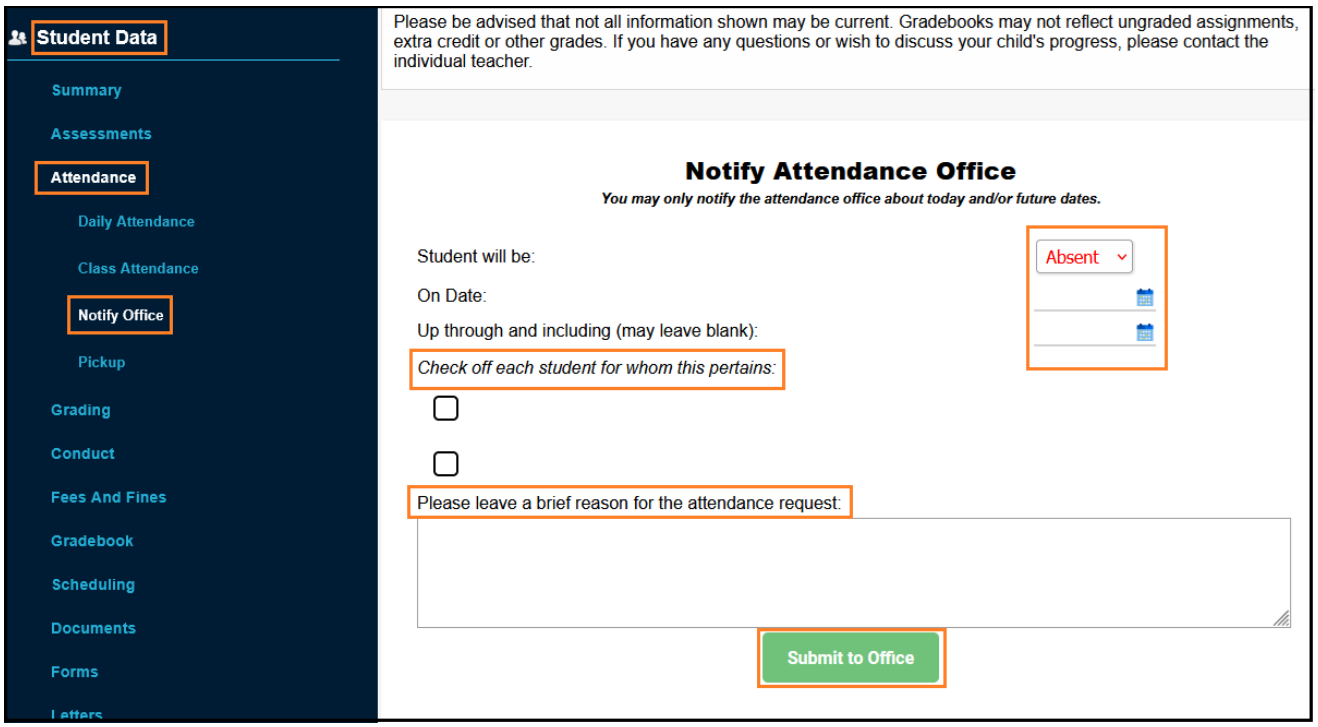
How to Submit an Absence in Genesis

★Must Submit by 8:00 AM★

STEP 1: Go to www.roxbury.org and click on the Genesis Parent Portal icon, then Login.



STEP 2: Select Student Data → Attendance → Notify Office. Select Absent from the drop-down menu, enter the On Date and Up through and including dates, select the child, and add a brief reason for the attendance request. Click the green **Submit to Office** button to send the notification.