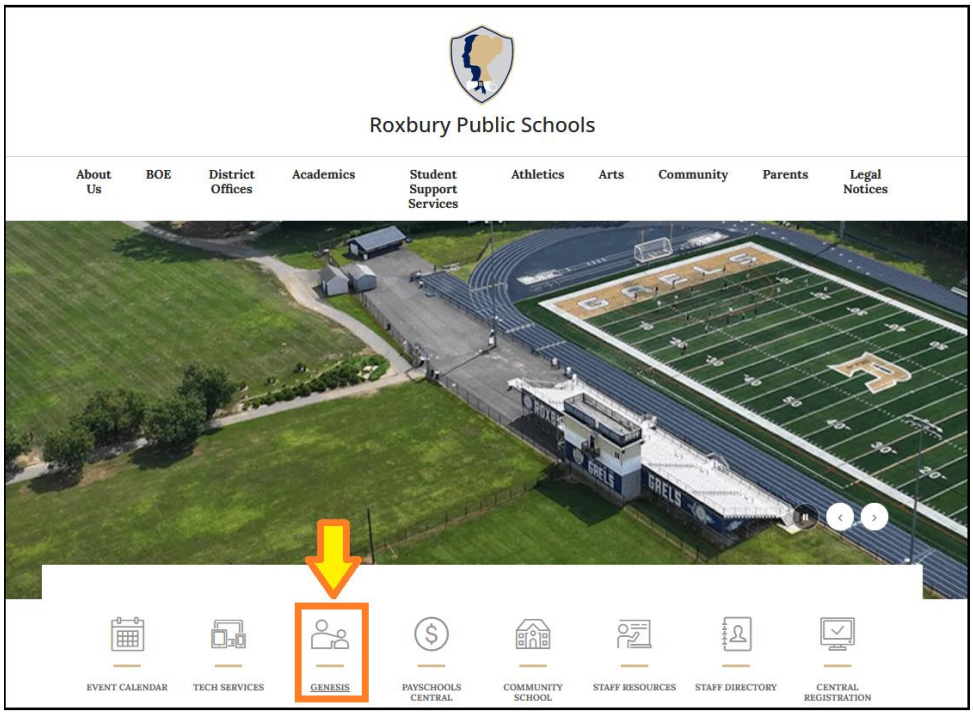
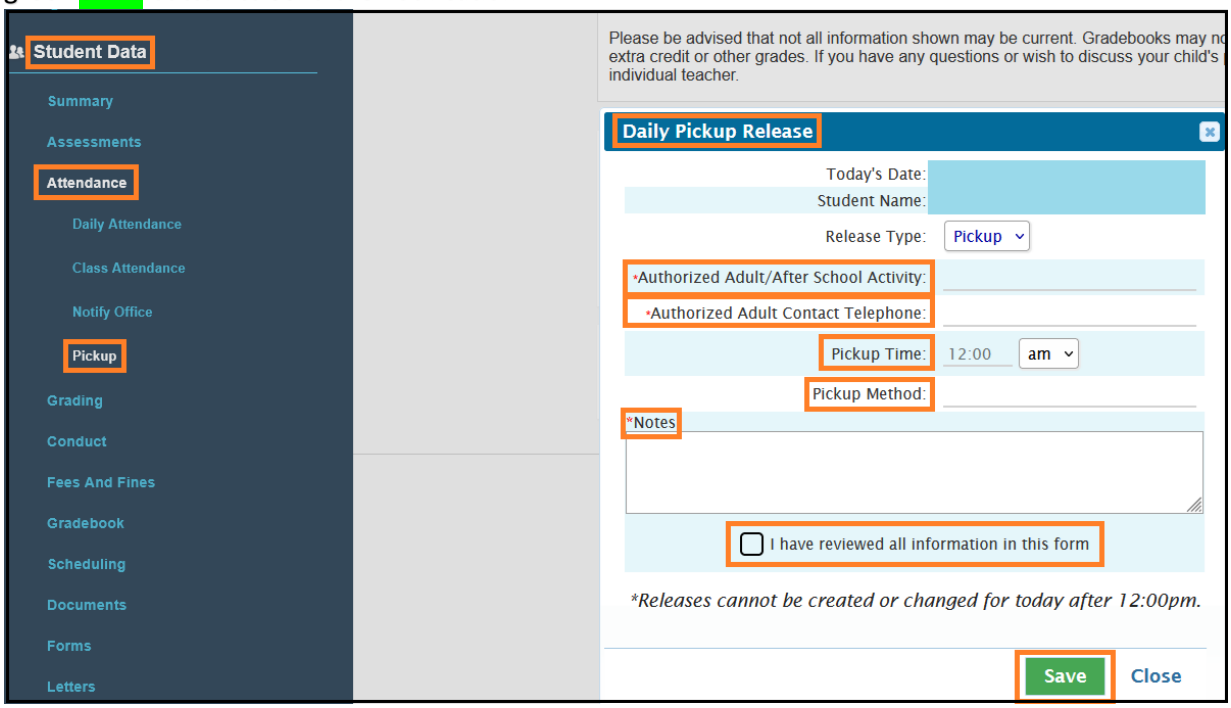
How to Submit an Absence in Genesis

★ Can NOT be created or changed after 12:00 PM ★

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



STEP 2: Select Student Data → Attendance → Pickup. Select Add Daily Pickup Release for your student. Enter the Authorized Adult/After School Activity, Authorized Adult Contact Telephone, Pickup Time and Method, and add a Note for the request. Click the I have reviewed all information in this form Check Box.
Click the green **SAVE** button to send the notification.