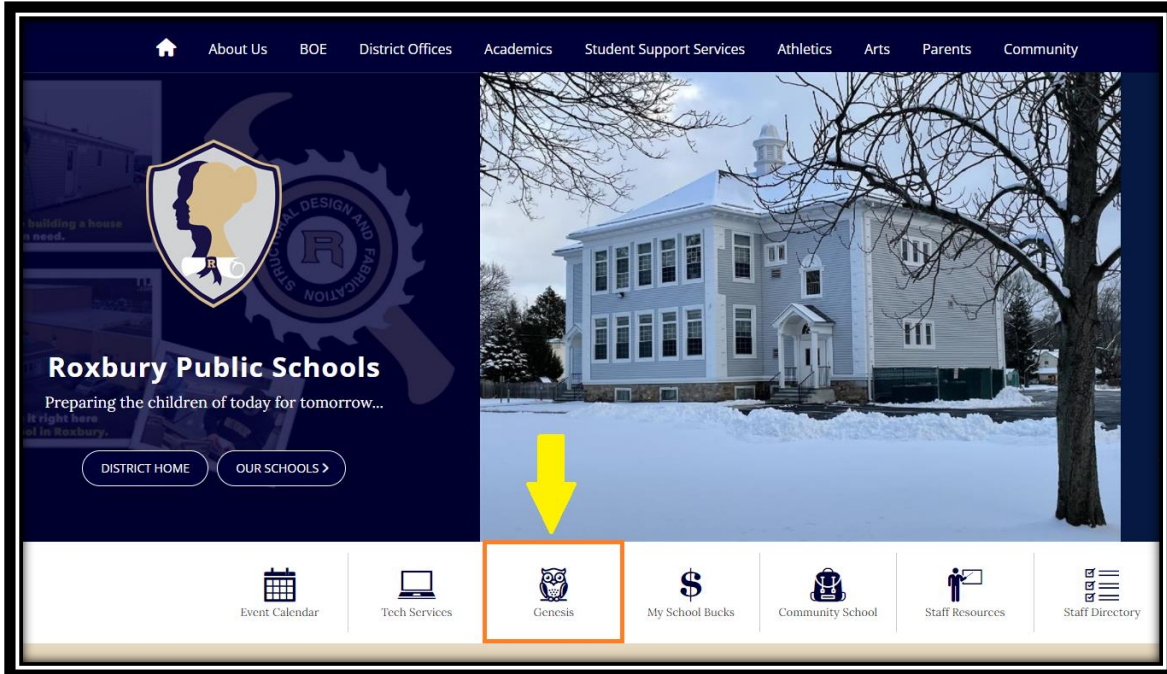


How to Submit an Absence on Genesis

★ **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 Attendance Office. Select 'Absent' from the drop-down menu, enter the 'On' and 'Up through' dates, select the child, and include a brief reason for the absence. Click the green **'Submit to Office'** button to send the notification.

MESSAGE CENTER **STUDENT DATA**

Summary Assessments **Attendance** Grading Discipline Fees And Fines Gradebook Scheduling Documents Forms Letters Athletics

SELECT STUDENT:

NOTIFY ATTENDANCE OFFICE

Hide Message

Please be advised that not all information shown may be current. Gradebooks may not reflect ungraded assignments, extra credit or other grades. If you have any questions or wish to discuss your child's progress, please contact the individual teacher.

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:

*Please leave a brief reason for the attendance request:

Johnny has a fever and sore throat.

Submit to Office