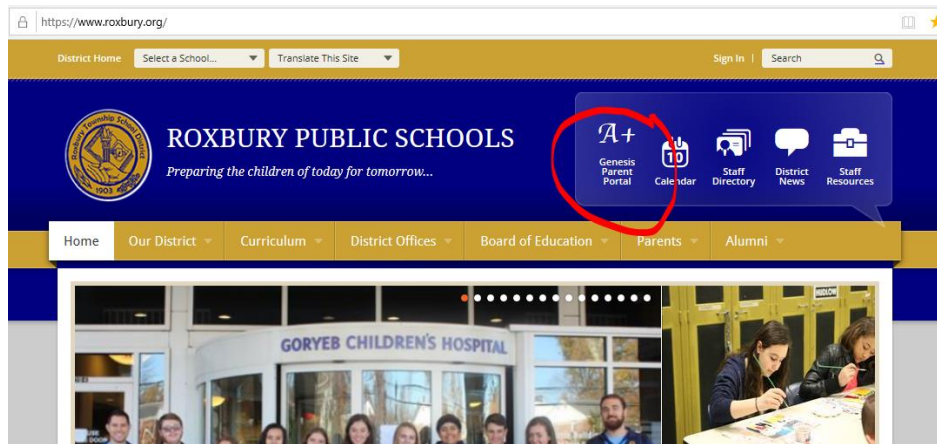


# How to Submit an Absence on Genesis.

★ **Must Submit by 8:00 am** ★

**STEP 1:** Visit [www.roxbury.org](http://www.roxbury.org) and then select the Genesis Parent Portal link at the top. Log in.



**STEP 2:** Select Student Data → Attendance → Notify Attendance Office.

Select "Absent" from the drop-down menu. Select the date, the child, and leave a brief description of the reason for the absence. Click the green "Submit to Office" button.

A screenshot of the Genesis Parent Resources portal. The top navigation bar includes links for MESSAGE CENTER, STUDENT DATA (circled in red), CONTACTS, SETTINGS, and LOGOUT. Below this is a secondary navigation bar with links for Summary, Assessments, Attendance (circled in red), Grading, Fees And Fines, Documents, Forms, and Letters. A 'SELECT STUDENT:' dropdown menu is visible. The main content area shows a 'DAILY ATTENDANCE' tab and a 'NOTIFY ATTENDANCE OFFICE' tab (circled in red). The date and time are 'Thursday, 2/4/2021 9:13AM'. A message box contains a disclaimer. Below it is the 'Notify Attendance Office' form, which includes a dropdown for 'Student will be:' (set to 'Absent'), date pickers for 'On Date:' and 'Up through and including (may leave blank):' (both set to 02/05/2021), a list of checkboxes for students (one checked), and a text box for 'Please leave a brief reason for the attendance request:' containing the text 'Johnny has a sore throat and fever.'. A green 'Submit to Office' button is at the bottom.