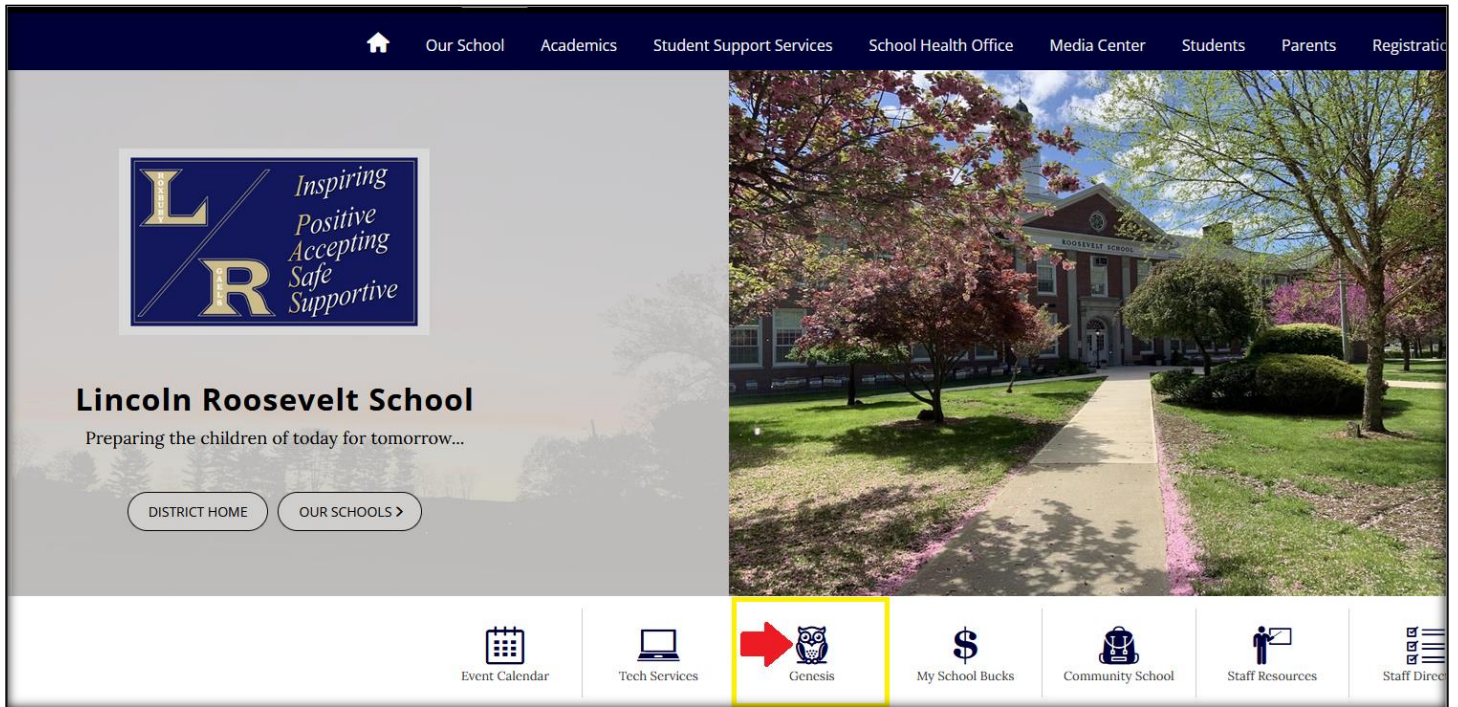


# How to Submit an Absence in GENESIS

**\*Must Submit by 8:00 AM\***

**Step 1:** Go to [www.roxbury.org](http://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” 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.

**Student Data**

- Summary
- Assessments
- Attendance
  - Daily Attendance
  - Notify Office
  - Pickup
- Grading
- Fees And Fines
- Gradebook
- Scheduling
- Documents
- Forms
- Letters
- Contacts

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: Absent ▾

On Date: 03/04/2024 📅

Up through and including (may leave blank): 03/04/2024 📅

Check off each student for whom this pertains:

[Student Name]

Please leave a brief reason for the attendance request:

My child has a fever and sore throat

Submit to Office