WEST WINDSOR–PLAINSBORO
REGIONAL SCHOOL DISTRICT

Reporting a Student Absent or Tardy

When a parent logs into the Parent Portal there are two paths to creating Attendance Notes for the attendance office.
Each student who qualifies (based on setup) for Attendance Notes will have a link on their summary page labeled "Notify Attendance Office" found directly under the "THIS WEEK" attendance and assignments summary.
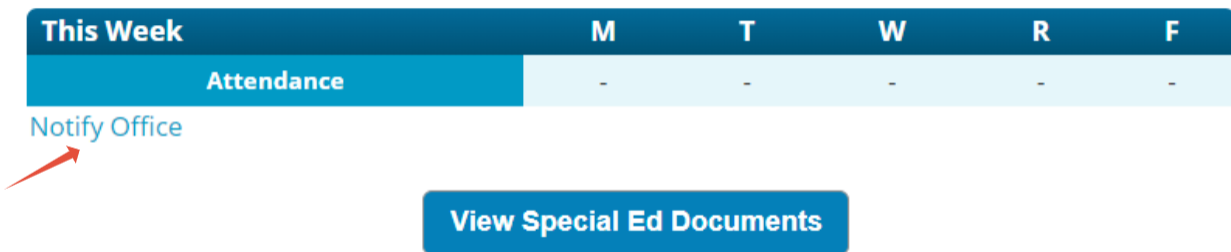
Clicking the link will bring you directly to the NOTIFY ATTENDANCE OFFICE tab. Parents may also choose to navigate there directly by clicking on first, the Attendance tab, followed by the NOTIFY ATTENDANCE OFFICE tab.

The NOTIFY ATTENDANCE OFFICE screen allows parents to submit notes to the office.
Once on the screen, parents will be able to:

- Select whether the student(s) will be absent or tardy.
- Select for which date the notification is for. Parents may select either today or a future date. Dates in the past will not be allowed.
- Optionally select the day through which this attendance transaction takes place. If a student is going to be absent more than one day, this allows them report that.
- Select each student for which this notification pertains. The district setup (as discussed above) will determine which students appear in the list.
- Enter an attendance note describing the transaction. This note will appear in Genesis on multiple attendance screens and the student's information bar letting everyone know that this student has an attendance note on file. For more information on how the Notes look on the Genesis side, please see article Parent Attendance Notes.

Once the form is filled in, the Parent will need to hit the "Submit to Office" button to finish. Submitted forms will appear on the bottom of the screen so parents can keep track of any and all attendance notes they have created.

A note is created for each student for each day they will be absent/tardy. If a parent reports their student will be absent on Monday and Tuesday, a separate note will appear for each day.

If a parent wishes to remove a submitted note, they may do so as long as the note has not yet been processed in Genesis.

This is accomplished by hitting DELETE next to the note.

Notes that have been processed by the attendance office will no longer have DELETE list.