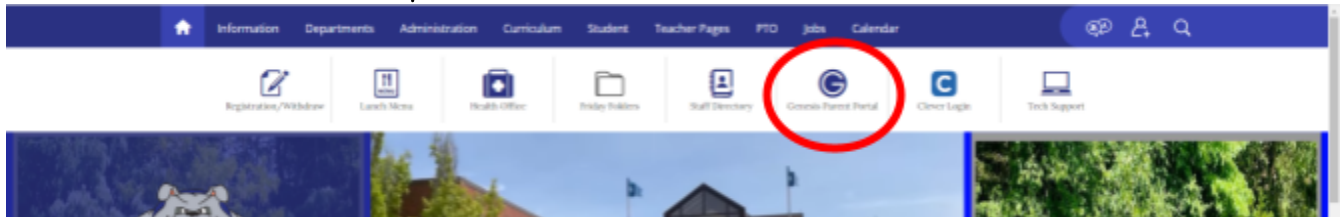


How to Submit an Absence on Genesis

Must Submit by 8:15 am

Step 1: Visit bedminsterschool.org and then select the Genesis Parent Portal link at the top. Log In on your computer or cell phone.



- Step 2:
- ~ Select Student Data - then Attendance - then Notify Office.
 - ~ Select 'Absent' from the drop-down menu.
 - ~ Select the date, the child, and leave a brief description of the reason for the absence: (ex. Sick or Legal/Court or Personal). Keep it brief!
 - ~ Please note that your child's teacher(s) will see the reason for the absence.
 - ~ Click the green 'Submit to Office' button.

A screenshot of the 'Notify Attendance Office' form. The form is titled 'Notify Attendance Office' and has a subtitle 'You may only notify the attendance office about today and/or future dates.' The form contains several fields: 'Student will be:' with a dropdown menu showing 'Absent'; 'On Date:' with a date picker; 'Up through and including (may leave blank):' with a date picker; 'Check off each student for whom this pertains:' with a checkbox; and 'Please leave a brief reason for the attendance request:' with a text area. A green 'Submit to Office' button is at the bottom. A blue arrow points to the 'Absent' dropdown menu with the label 'Dropdown'.

The Attendance Phone line will be disabled after June 30, 2023

