

Tuesday, March 17, 2020 - Happy St. Patrick's Day!!



Parents and Students,

EFFECTIVE IMMEDIATELY we are asking that **STUDENTS or PARENTS** on a daily basis, **by 9:00 am**, post their attendance as follows.

1. Sign on to your Genesis portal (username is the same as your Google sign on - example 20cbresney@lvhs.org)
2. On SUMMARY screen, near bottom you see a gray button "NOTIFY ATTENDANCE OFFICE"
3. Click the button and you will be directed to the ATTENDANCE tab.
4. On next screen, by "STUDENT WILL BE" , drop down and select **PRESENT**. Add a note if you wish, but not required.
 - 4a. ALTERNATELY, if a parent is marking a student as sick/absent, drop down and select **ABSENT - all absences require a parent note stating reason.**
6. click SUBMIT TO OFFICE

After we (LVHS) accept your attendance posting, you will then see this logged on your ATTENDANCE tab of Genesis.

FAQs:

I forgot my Genesis sign on:

Contact cbresney@lvhs.org and you will be sent a GENESIS email with a link and temporary password to sign on

My mom posted for me - do I still need to do it?

No - either your parent or you can post. You will see that it was completed if you sign on and check ATTENDANCE.

What if I forgot to post PRESENT on a given day?

We will have to process it for you. *We will develop a procedure for missed attendance records shortly and let you know.*