

Daily Attendance & Parent Pick-Up Instructions for 2020-2021

Please read the following information and contact your school's main office if you have any questions.

For ALL students:

Please report your child's **ABSENCE** using the **Genesis Parent Portal**.

**If you do not report your child as absent, it indicates that your child is fully participating in the school day.*

On the **"Summary"** tab you click the **"Notify Attendance Office."** There you will be able to indicate the date and reason why your child will be absent. *Please complete this by 8:00 am.*

The screenshot shows a class schedule with three periods:

Period 4	French 6 Starr, Carolyn Room 211
Period 5A	Chorus 6 Bittone, Angela Room 223
Period 5A	Homeroom 6 Walsh, Susan Room 234

Below the schedule is a weekly summary table:

THIS WEEK	M	T	W	R	F
ATTENDANCE	1	-	-	-	-
ASSIGNMENTS	0	3	0	0	0

Next to the summary table is a 'Notify Attendance Office' button. To the right is a bus pickup table:

BUS WEEK / DAY			
< TUESDAY >			
	ROUTE	TIME	PICK UP / DROP OFF
AM	HS06//V2	07:49 A	606 Ridge Road
PM	V2		

To notify the office that your child is being picked up by a parent/guardian, go to the **"Attendance"** tab where you can provide pickup information. This should be used for a one-time or recurring pick-up plan.

The screenshot shows the 'Attendance' tab selected in the navigation bar. Below the navigation bar, there are two buttons: 'DAILY ATTENDANCE' and 'NOTIFY ATTENDANCE OFFICE'. The 'NOTIFY ATTENDANCE OFFICE' button is highlighted. Below these buttons is a section titled 'Daily Pickup Release for Miles' with the text: 'You may only set Daily Pickup Release for today and/or future dates. Pickup requests cannot be made for today.' Below this is a section titled 'Submitted Pickup Releases' with a table header: 'FOR DATE TYPE NAME NUMBER'.

HYBRID Students Only

You must complete the “**COVID Daily Parent Form**” daily for each of your children. A reminder will be sent to you each morning at 6:00 am. You can access the form on Genesis Parent Portal in “Forms”. Students are not permitted to complete the form.

SELECT STUDENT:

FORMS LIBRARYVIEW FORM

Forms Library
Covid Daily Parent Form for

Symptoms

Any of the symptoms below could indicate a COVID-19 infection in children and may put your child at risk for spreading illness to others. Please note that this list does not include all possible symptoms and children with COVID-19 may experience any, all, or none of these symptoms. Please check your child daily for these symptoms

Section A - If TWO OR MORE of the fields in this Section are checked off, please keep your child home and notify the school for further instructions.

- Fever (measured or subjective)
- Chills
- Rigors (shivers)
- Myalgia (muscle aches)
- Headache
- Sore Throat
- Nausea or Vomiting
- Diarrhea