

ATTENDANCE REGULATIONS & PROCEDURES

The laws of New Jersey guarantee that every resident between the ages of five and eighteen has the right to a free public education. With this right comes the responsibility to attend school and to attend classes. In the event of an absence/tardiness, however, the parent must notify the school immediately as to the nature of the absence/tardiness.

A mandatory re-entry conference will be provided for returning students and their parent/guardian, with the Principal/Designee, Guidance Counselor, a Student Assistance Counselor, Nurse, and a Psychologist from the student's school and/or the Director of Special Services, if necessary after the following situations:

- **Any hospitalization**
- **Any referral to PESS (Psychiatric Emergency Screening Service)**
- **Any student who misses five consecutive days or more**

The best way for a parent to notify the school is to make use of the feature available in the Genesis Parent Portal. Parents may electronically notify the school via the Parent Portal between 7:30 a.m. and 10:00 a.m. to avoid receiving the [SchoolMessenger](#) truancy alert and before 1:15 to provide a reason for tardiness for consideration regarding any possible disciplinary consequences. The only hard copy notes required are from a doctor or an official legal notice, as applicable, which should be submitted to the Attendance Office when the student returns.

Instructions to Report Absences and Tardies via the [Parent Portal](#) in Genesis (NOTE: Parents are advised to keep passwords secure to avoid student access to parent-only features in the portal)

- Click on the hyperlink on the Student Summary page that indicates “Notify Attendance Office.”
- From the drop-down menu, choose if the student will be absent or tardy, as well as the date or date range.
- Explain in the comment box why the student is absent or tardy.
- Click on “Submit to Office” when completed (A green check mark next to the notification will appear to indicate that the note was processed. Hovering over the check mark will also show any comments left by the Attendance Office).

Once the Attendance Office processes the note for the absence or tardy, parents will be able to view comments from the Attendance Office regarding Daily Attendance by hovering over the calendar date. Parents will be able to view under the **Notify Attendance Office-Submitted Notifications** the date parent submitted the absence or tardy, type, student name, the reason for the absence or tardy, and the date it was processed by the Attendance Office.