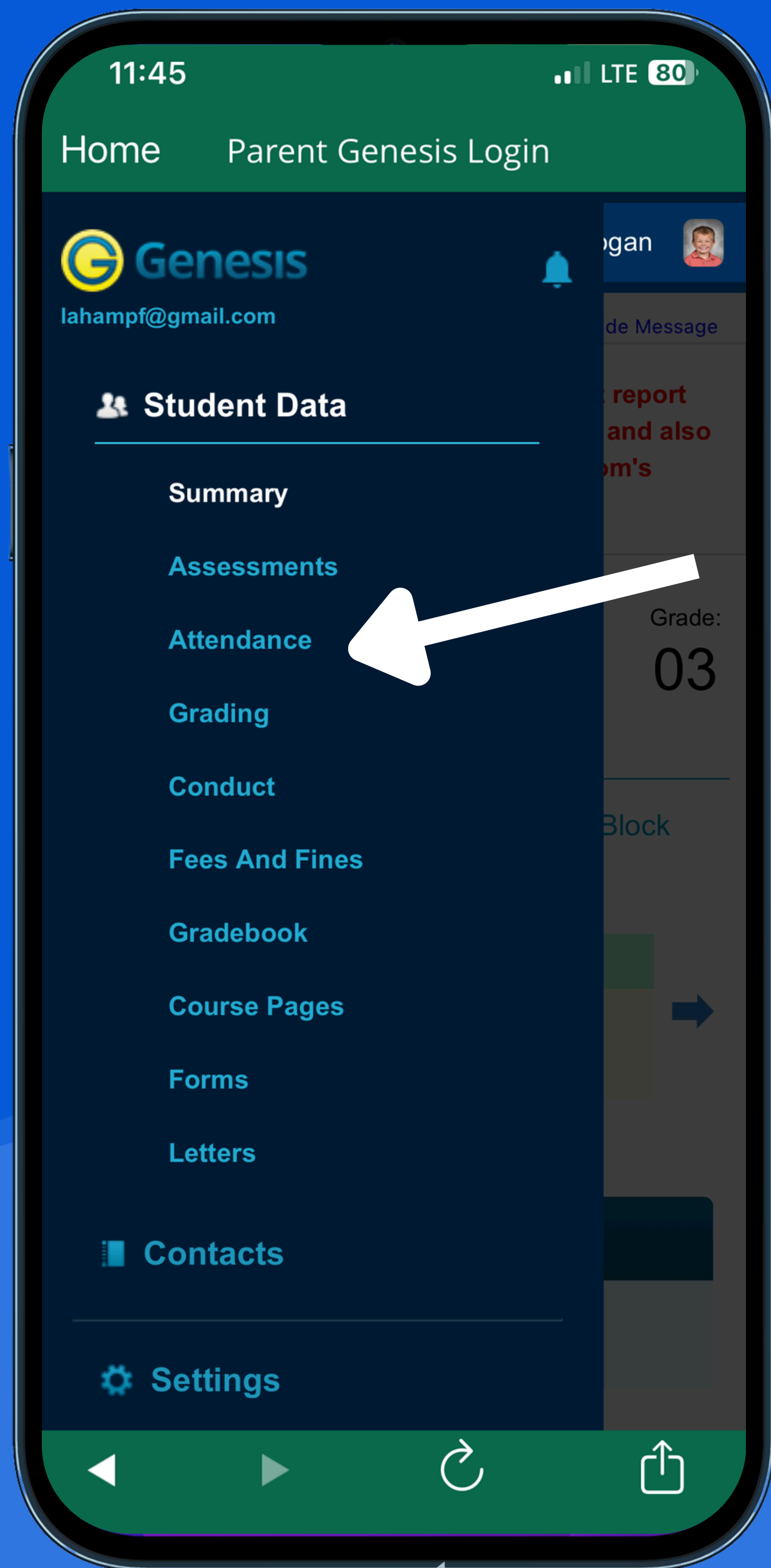


REPORTING STUDENT ABSENCES

2 EASY OPTIONS:

- OPTION 1: LOG IN TO GENESIS AND COMPLETE THE ONLINE FORM.
- OPTION 2: NOTIFY THE APPROPRIATE SCHOOL AND INCLUDE THE FOLLOWING: STUDENT'S NAME, HOMEROOM TEACHER, GRADE AND REASON FOR THE ABSENCE.
 - **MIDDLE SCHOOL:** CALL (609) 628-3500, PRESS 5, AND THEN PRESS 1 BEFORE 8:15 A.M.
 - **ELEMENTARY SCHOOL:** CALL (609) 628-3500, PRESS 4, AND THEN PRESS 1 BEFORE 9:15 AM.
 - **PRIMARY SCHOOL:** CALL (609) 628-3500, PRESS 3, AND THEN PRESS 1 BEFORE 9:15 AM.



REGULAR ATTENDANCE AND PUNCTUALITY ARE ESSENTIAL FOR SUCCESS IN SCHOOL, AS WELL AS IN LIFE. YOUR CHILD SHOULD BE ABSENT FROM SCHOOL ONLY WHEN IT IS ABSOLUTELY NECESSARY. IF YOUR CHILD IS GOING TO BE ABSENT, PARENTS ARE REQUIRED TO NOTIFY THE SCHOOL TO REPORT THE ABSENCE.