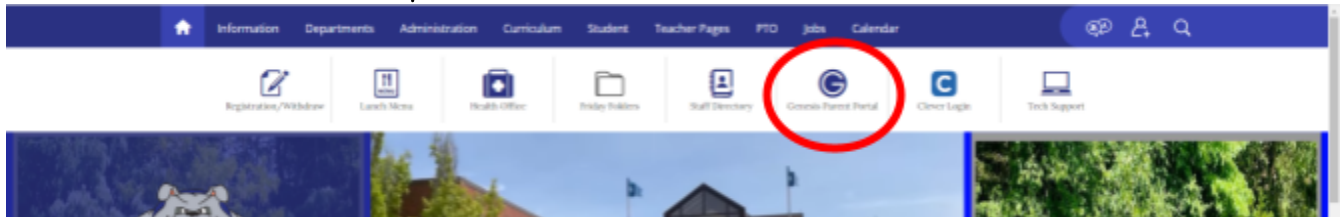# How to Submit an Absence on Genesis
Must Submit by 8:15 am

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.

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