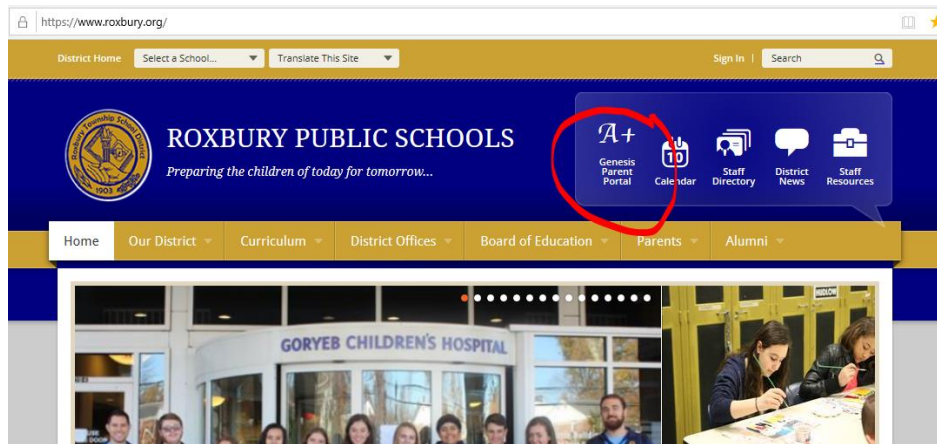# How to Submit an Absence on Genesis.

★ Must Submit by 8:00 am★

STEP 1: Visit www.roxbury.org and then select the Genesis Parent Portal link at the top. Log in.

STEP 2: Select Student Data → Attendance → Notify Attendance Office.
Select "Absent" from the drop-down menu. Select the date, the child, and leave a brief description of the reason for the absence. Click the green "Submit to Office" button.