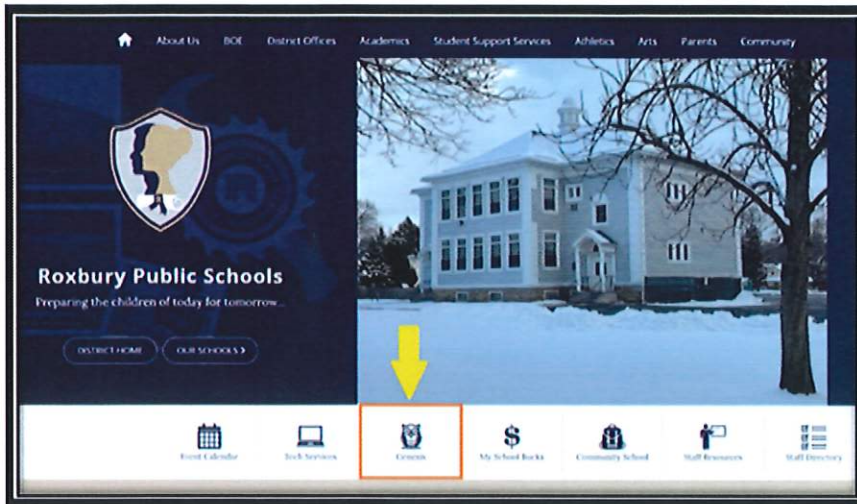


How to Submit a Daily Pick Up Release in Genesis

* Must Submit by 12:00 Noon *

Step 1: Go to www.roxbury.org and click on the Genesis Parent Portal icon, then Login.



Step 2: Select Student Data -> Attendance -> Pickup

Step 3: Click the **Add Daily Pickup Release for** button.



Step 4: Complete the **Daily Pickup Release** form. All the information is required. Remember to check the box for **"I have reviewed all information on this form."** Click the **Save** button.

Daily Pickup Release

Today's Date:	
Student Name:	
Release Type:	Pickup
*Authorized Adult/After School Activity:	
*Authorized Adult Contact Telephone:	
*Notes	
I have reviewed all information in this form: <input type="checkbox"/>	

**Releases cannot be created or changed for today after 12:00pm.*

Save Close