



Upper Saddle River School District

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C. Lauren Schoen, Ed.D.
Interim Superintendent of Schools

David Kaplan
Assistant Superintendent

Dana Imbasciani
Board Secretary/Business Administrator

REPORT OF STUDENT'S ABSENCE

Dear Parent or Guardian:

To report an absence, the district is requesting that all parents/guardians submit student absences online via the Genesis Parent Portal by 8:00 a.m. Instructions for parents on how to submit an absence have been posted on the District website (<https://www.usrschoolsk8.com/cms/lib/NJ50000166/Centricity/Domain/4/Log%20Student%20Attendance%20in%20the%20Genesis%20Parent%20Portal.pdf>) and the USR Facebook page.

If you know in advance that your child will be absent for any reason, please also submit the absence using the online portal. If you are having trouble reporting a student absence online, you can call the Attendance Office (Reynolds/Bogert 201-961-6376 or Cavallini 201-961-6403). There is a voice mail system that is operable 24 hours daily. Please provide a detailed reason for the absence.

Sincerely,

C. Lauren Schoen, Ed. D.
Interim Superintendent of Schools

CLS:cd