



SAFE ARRIVAL - ABSENCE REPORTING

Limestone District School Board has a new student Safe Arrival absence-reporting system. This program was implemented at Odessa in January.

PLEASE DO NOT CALL THE SCHOOL DIRECTLY TO REPORT YOUR CHILD'S ABSENCE. It is very important that ALL parents/guardians use this system for reporting their child's absence from school.

There are **THREE OPTIONS** for reporting your child's absence/late arrival:

- (1) **School Messenger App** - Use your mobile device to download and install the free SchoolMessenger blue app from the Apple App Store or the Google Play Store, or from within the LDSB mobile app.

The first time you use the app, you must select "Sign Up" to create your account. Please ensure you use the same email address your child's school has on file. If you do not use the same email address, you will not be able to create an account. You may have already created an account when we introduced the Communicate broadcast system. *(If you are unable to create an account, please contact Mrs. Tucker in the office to ensure that we have up-to-date phone numbers and email address for all parents/guardians.)*

Once the app is set up, you need to select "Attendance", then "Report an Absence".

- (2) **School Messenger SafeArrival Website Portal** –
 - ✓ Visit the SchoolMessenger website portal – go.schoolmessenger.ca
 - ✓ The first time you use this website, you must select "Sign Up" to create your account. Please ensure you use the same email address as the school has on file. Once set up, you select "Attendance", then "Report an Absence".
- (3) **Toll-Free Telephone** – Call 1-855-257-9349 toll-free to report an absence using the automated phone system. Follow the prompts.

These options are available 24 hours a day, 7 days a week. Future absences can be reported at any time using any one of these methods.

LATE ARRIVAL REPORTING – There is no option for selecting late arrival in the absence reporting system. If your child is going to be arriving late for school, it is recommended that you enter his/her absence into the system as a full day with the appropriate reason selected. By reporting the absence, it alerts the school that the parent/guardian is aware of the child's absence and the child is safe. Once the child arrives at school, he/she will be signed in and the absence will be corrected to reflect a late arrival.

If you have any questions about this process for reporting a student absence, please contact the school for assistance. Thank you.

