

SAFE ARRIVAL PARENT PROCEDURES



School Absence Reporting

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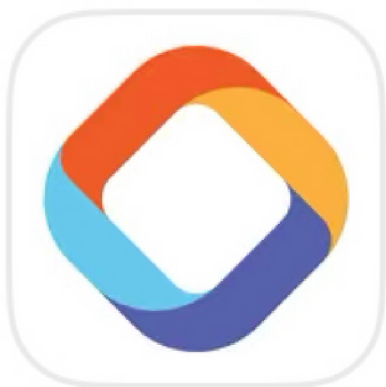
Web

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SETUP ON PHONES

SCHOOL MESSENGER

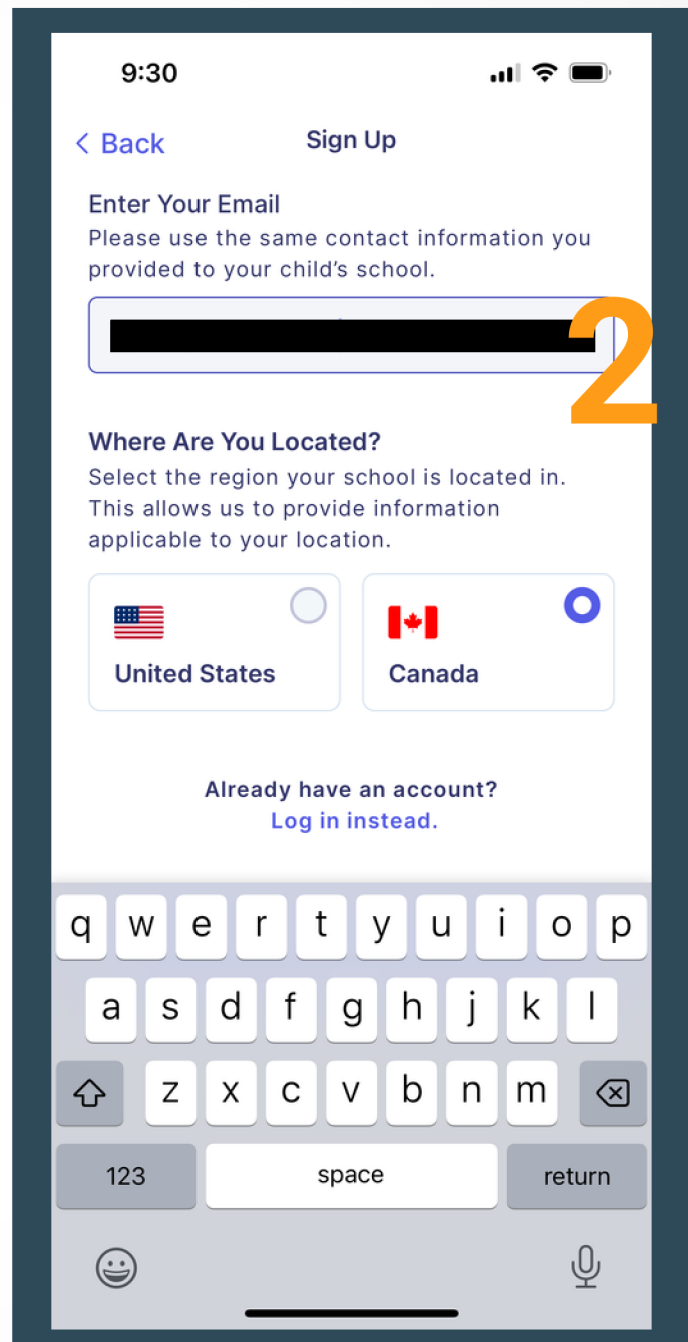
Visit the Apple App Store or Google Play Store to download the School Messenger Home App



SM Home

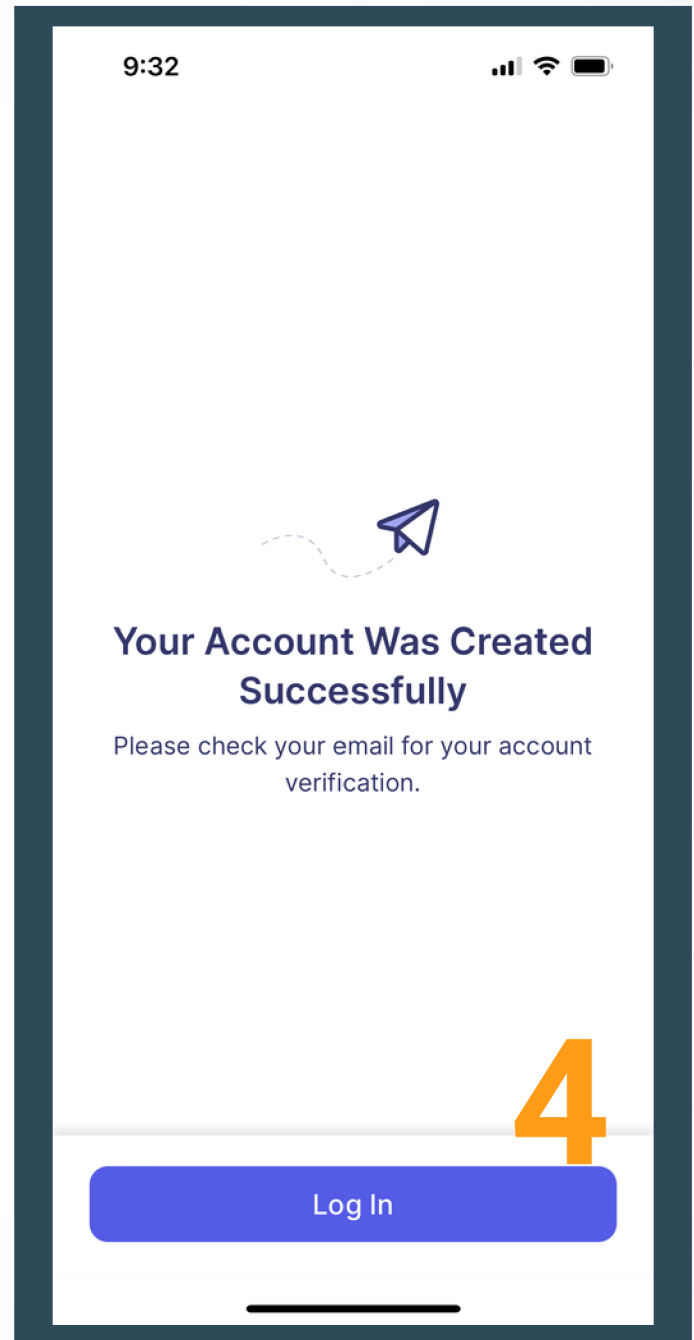
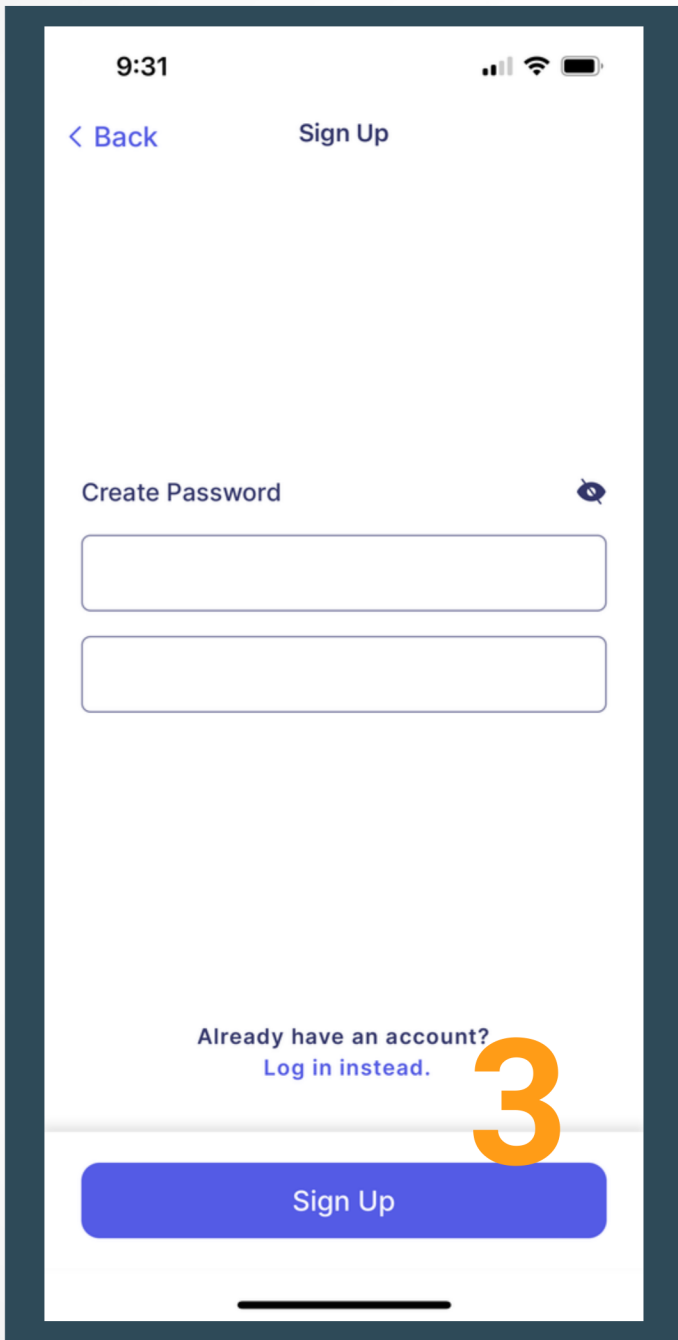
SchoolMessenger

PHONE APP SETUP



Click the Sign up button, then enter the email address you provided the school and select Canada as your region.

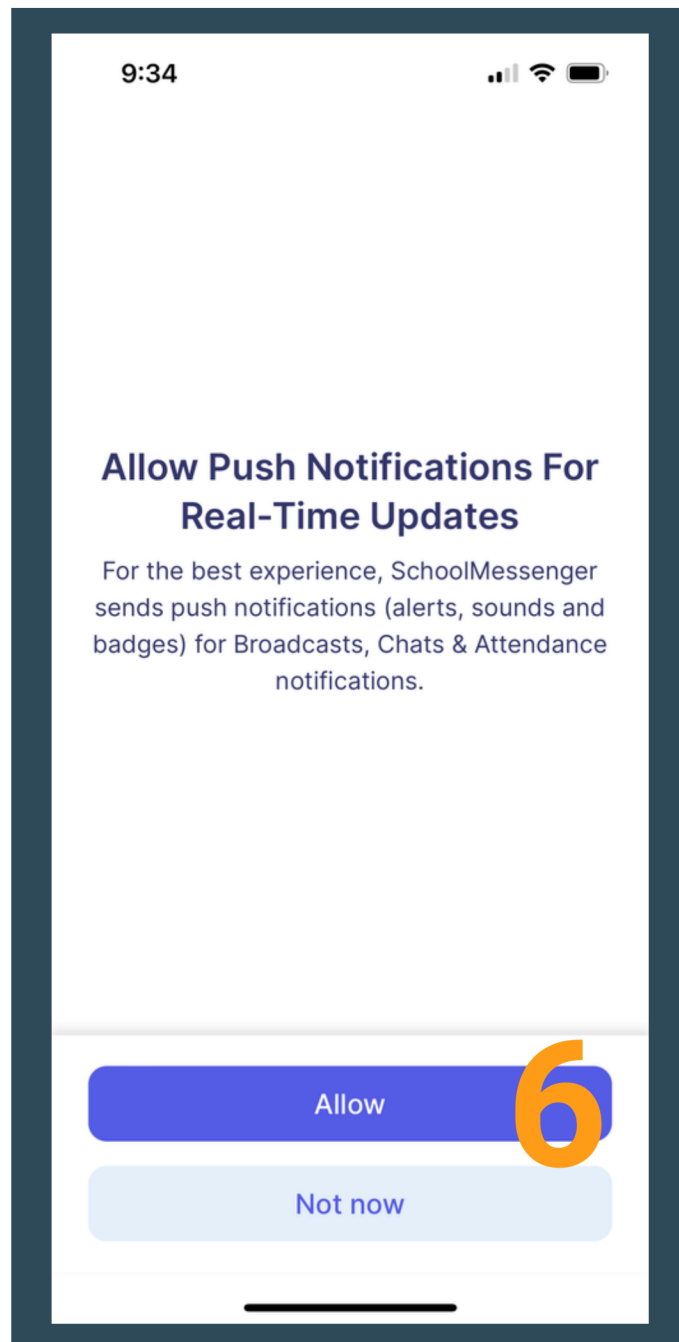
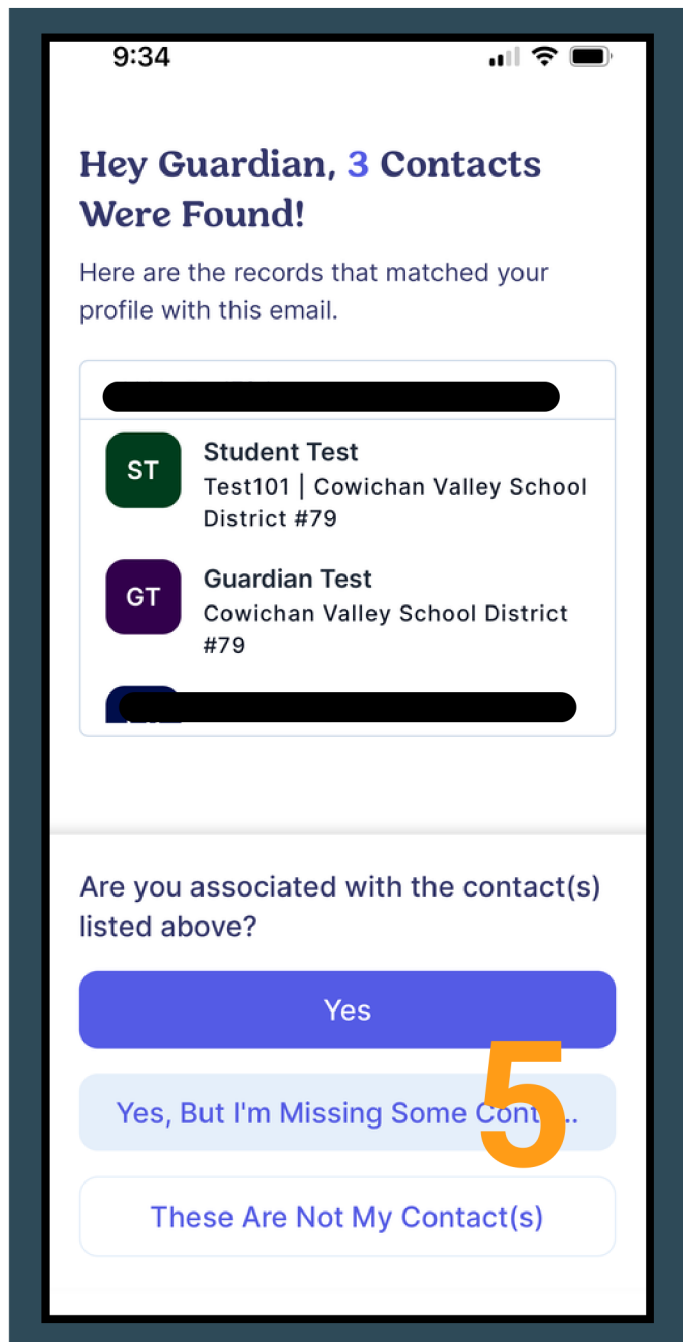
PHONE APP CONTINUED



Create your private password and when the login screen appears as above, login with your email and newly created password.

FIRST LOGIN

CONFIRMATIONS



Confirm that the contacts you are seeing match with your student(s). Allow push notifications if you want alerts from the App.

CONTACT PERMISSIONS

9:35

CANCEL SAVE

Does the school district have permission to call you for non-emergency purposes?

(250) 701-2496

Emergencies Only You can call

(250) 748-6748

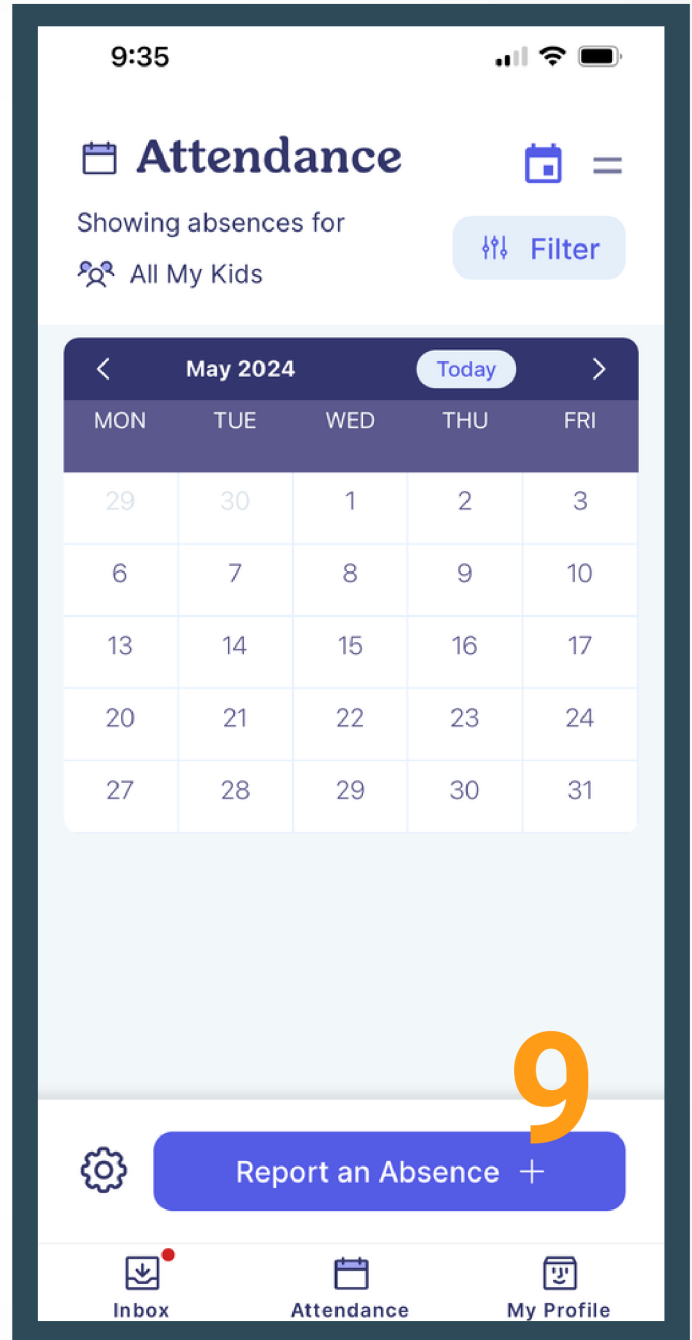
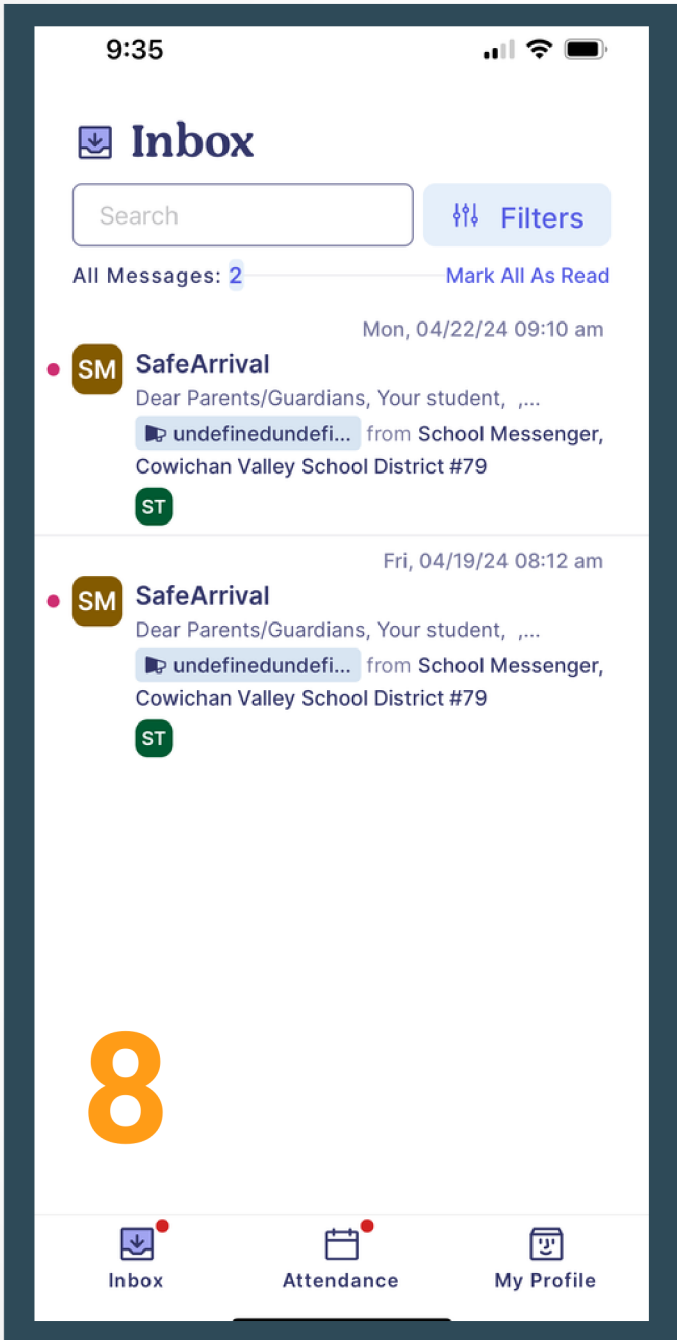
Emergencies Only You can call

By selecting 'You can call' and pressing 'Save' you are consenting to receive pre-recorded voice messages on the phone

7

Select the contact numbers that may be used and the category for use.

ABSENCE REPORTING



Use the inbox to receive messages and the Attendance calendar to report absences to the school. Tap Report an Absence to enter absence details.

ABSENCE

REPORTING

9:35

New Planned Absence ✕

Tell us when and why your child will be absent and we'll inform the school.

Who will be absent?
You can report one student absent at a time.

ST Student Test
Test101

Type of Absence

- Full Day
- Late
- Early Departure
- Leave & Return
- Multiple Day

10

Cancel Save

9:37

Multiple Day

Reason

Half Day PM Absent

When

Date of Absence Apr 23, 2024

Time of Departure 1:30 PM

Comments (Optional)

dental appt

Attachment (Optional)
(max 20 MB)

Add attachment +

11

Cancel Save

Enter your absence details and click save.

WEB INTERFACE

HOME.SCHOOLMESSENGER.CA

Sign up

i Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address.

Email

Password

One lowercase letter
One uppercase letter

One Number
6-255 Characters

Location

 Canada

Is your school in United States? [Switch Location](#)

Sign up

Have an account? [Log in](#)

1

Do we have permission to call you?

Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

[Redacted phone number]

Is it ok to call this phone number?

Yes, it's ok to call me at this number

No, call me for emergencies only

By selecting yes and clicking Save, you agree to receive recorded voice messages.

Cancel


Save



2

Sign-up by clicking the link at the top right of the page. See pages 4-6 for the process. Login after creating your password. You will be prompted for permission to receive calls on your first login.




MESSAGE AREA & ATTENDANCE


 Inbox  Attendance

 **Inbox** 3


Search...  Filter  Refresh



All Messages: 6 [Mark All As Read](#)

 **SafeArrival** Dear Parents/Guardians, This is to confi...  Attendance from School Mess... from Cowichan Valley School District ...  Wed, 05/29/24 07:26 am ...

 **Attendance** 4

Showing absences for [Report an Absence +](#)

All Student 

< June 2024 >

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

View attendance messages or click Report an Absence.

REPORTING AN ABSENCE

Reporting absences just got a whole lot easier

Just tell us who will be absent, when and why, and we inform the school.



Who will be absent?

Student Test

Type of absence

Full Day

Reason

Select reason...

Full Day Absent

Date of absence



Comments

Attachments

Attachments



5

Cancel

Send

Fill out the form and click send to submit. The calendar will show all absences submitted.

Once the system is fully implemented, should you not report an absence to the school, the system will contact you to notify that your student did not arrive at school as expected. You will be contacted by email, sms or call.