

Dear Parents & Guardians,

At ÉSMS, one of our greatest priorities is ensuring all our students arrive safely to school each and every day.

To enhance our existing absence-checking procedure, we are introducing **a new, more efficient** student absence reporting system called **SafeArrival**. This new system will reduce the time it takes to verify student attendance, make it easy for you to report your child's absence and easy for staff to respond to unexplained student absences.

With **SafeArrival**, you are asked to **report your child's absence in advance** using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up**** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up**** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number 1-833-225-4633 to report an absence using the automated phone system. Note this system is a little long, and so parents are encouraged to use the online options described above.**

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. **The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence.** If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

Starting **immediately**, please report absences in advance using **SafeArrival** instead of sending notes or calling/emailing the school.

Starting **next week**, staff will be using the **SafeArrival** notifications to let you know if your student is absent (when you haven't reported the absence in advance).

If you have children attending other schools, please continue to report absences using the existing procedures for those schools.

Thank you for your patience and cooperation as we implement this new system.

**** Please ensure you use the email on file at the office to create your account. When calling in, if you are not calling from the phone number on file at the office, you will be asked to give your home number to the attendant. If you don't have a landline, usually a student's mother's cell number will work.**