

Attendance Reporting Procedures - SchoolMessenger

To report your child's absence, please download the SchoolMessenger App from the Google Play or the App Store. **Your child's safety is of paramount importance to us** - this new version of Safe Arrival is more streamlined than ever, using a new back-end connected directly to our SchoolMessenger communication service.

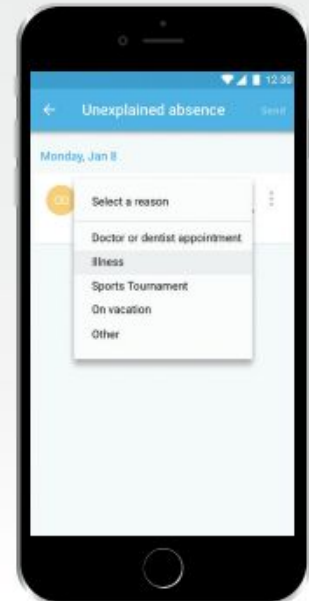
With SafeArrival, Excusing An Absence Is As Easy As 1-2-3

Thanks to SafeArrival's easy-to-use tools, every parent has the ability to excuse an absence quickly and with minimal effort. To excuse an absence in advance, parents simply need to:

1. Identify which child or children will be absent,
2. Select the date(s) and time(s) of the absence, and
3. Provide a reason from a pre-determined list of choices.

To excuse an absence after the fact, parents just need to provide a reason for their child's absence.

All of these steps can be taken care of with just a few taps inside the SchoolMessenger app (shown at right), by calling a toll-free phone line, or by using the web-based interface.



Sign up

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 number
One uppercase letter 6 - 255 characters

Location

US United States


Is your school in Canada? [Switch location](#)

Sign up

To set up your new account, go to <https://go.schoolmessenger.ca/#/account/signup> or download the SchoolMessenger App using Google Play or the App Store.

Use the email address on file at the school (the one you received this message on) to automatically be attached to your students in the division.

There are multiple ways to report an absence:

- Using the SchoolMessenger App
- Using the  Safe Arrival link in the EICS App
- Using <https://go.schoolmessenger.ca>
- Email the school at sab@eics.ab.ca or call the school at 587-744-0750

There are some important features to note:

- You will receive an authentication email to verify your login. Click on the link, and update user settings by entering the information requested. Once complete you will be able to access your children in the App with the account credentials you created. **If you had an account and forgot your password, enter your email, and click forgot password.**
- ****NOTE FOR NEW REGISTRATIONS:** Please complete the data verification forms that are your powerschool account to allow us to update your email, emergency contacts, ect.
- This system will automatically update attendance at the school. You are still welcome to call or email the school if your child is going to be absent, but reporting it this way helps automatically update those students that are marked Unverified. On days where our office staff may be away, the system automatically overrides those students marked unverified, which will prevent attendance calls from going home at the end of the day.
- We experience a high volume of late students every morning. If your child is going to arrive after attendance is taken, please make sure you are reporting it as a late/absence using the new system. If your child is late, and we are not aware, you will receive the automated calls until the late/absence is verified. All students that are late or returning from appointments need to check in at the office.
- If you receive one of these phone calls, it is important to follow the prompts to report the absence. If at any point you try to circumvent the system (i.e. hanging up before you receive your confirmation number), the system will still view the absence as unverified, and you will continue to receive phone calls until you complete the process on the phone.

We will begin sending attendance calls home twice a day beginning sometime next week before lunch, and in the evening. We understand that these automated calls may be frustrating, but we hope that you understand that it is our **first priority** every morning to ensure that all students are accounted for. Using this new tool helps us to expedite this process to ensure the safe arrival of all of our students.

If you have any changes to your contact information (ie. new phone numbers, cell phone numbers) please call or email the school so we can update the records for you.

Thank-you for your continued support.