



Macdonald Drive Junior High School

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SafeArrival Letter to Parents

September 6, 2022

Dear Parents/Guardians,

At NLESD one of our greatest priorities is ensuring that all our students arrive safely at 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 go.schoolmessenger.ca). 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 (go.schoolmessenger.ca). 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-(844)-408-9360 to report an absence using the automated phone system.

There is only one option right now to **choose** for **being** absent, and that is for a full day. If your student will only be absent for a portion of the day then choose a full day, and School Messenger will automatically adjust the absence to a partial day when uploaded at the end of the day.

Please Note: The phone number and email that we have on file in PowerSchool must match the one you use for SafeArrival School Messenger.

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 **September 7, 2022**, please report absences in advance using **SafeArrival** instead of sending notes or calling/emailing the school. Starting **September 7, 2022** **macdonalddrivejrh@nlesd.ca email will no longer be used for reporting absence notifications, as we will have finished the transition to SafeArrival. You can use this general school email for general questions and information ONLY.**



Starting **September 7, 2022**, Administrative staff will begin using the **SafeArrival** notifications to let you know if your student is absent (when you haven't reported the absence in advance). The system will start call-outs at 2:20pm. Please note that you should report a student absence before the start of the school day. Also, please help us curb unnecessary calls by having students arrive at school on time.

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.

Carolyn Stacey

Principal