



A powerful new way to stay connected to LSS

Absence Reporting  SCHOOLMESSENGER®

SafeArrival



SafeArrival is an absence-reporting and notification system that allows parents to pre-report their child's absences **anytime**.

Report your child's absence in advance using
any of these **3** convenient methods:

Available
24 hours/day
7 days a week

A



Mobile device: download and install the **SchoolMessenger** app from the Apple App Store or the Google Play Store.

1. The first time you use the app, select **Sign Up** to create your account
2. You **must use the parent/guardian e-mail on file with the school**
3. Select **Attendance** and then **Report an Absence**

OR

B



Website: go to the SafeArrival website at go.schoolmessenger.ca

1. The first time you use the website, select **Sign Up** to create your account
2. You **must use the parent/guardian e-mail on file with the school**
3. Select the three lines in the top left corner of the page and then **Attendance**
4. Select **Report an Absence** in the top right corner of the page.

OR

C



Phone: call the toll-free number at **1-833-294-4837** to report an absence using the automated phone system (follow the prompts).

* You must **call from the parent/guardian phone number on file with the school**.

Safe Arrival is used for **ALL** types of excused student attendance.



✓ **Full Day** – Student will be away from school for the entire day.



✓ **Late** – Student will be arriving to school late, enter time student will arrive at school.



✓ **Early Departure** – Student will be leaving school early, enter time student has permission to leave, student should report to office and if parent has entered the attendance in Safe Arrival, student will be dismissed.



✓ **Leave & Return** – Student is at school then leaving and returning, please enter times.

✓ **Multiple Days** – Student will be away from school for several days in a row (up to 10 consecutive days)

Excused absences are only to be reported by parents/guardians on file with the school.
Students are NOT to report their own absences.

- Please report absences using **SafeArrival** instead of sending notes, calling, or emailing the school.
- The school office will no longer accept calls regarding attendance. Parents/guardians will need to report via the app, website, or toll-free number in a timely manner.