



York Catholic District School Board

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Dear Parent/Guardian,

Elementary Safe Arrival Absence Reporting Procedure

At York Catholic District School Board, one of our greatest priorities is ensuring that all our students arrive safely to school every day. Parents and/or guardians are required to report their child(ren)'s absence or late arrival in advance, or before bell time for the current day by accessing the Elementary Safe Arrival Program using any of the three methods below:

- **Toll Free SchoolMessenger Phone Number: 1 855 856 7862**
- **The SchoolMessenger Website:** go.schoolmessenger.ca
- **The SchoolMessenger App**  from the *Apple App Store* or the *Google Play Store*.

The first time you use the App or Website, select **Sign Up** to create your account. To report an absence, select **Attendance** followed by **Report an Absence**

These options are available **24 hours a day, 7 days a week**. Future absences can be reported at any time. If you have children at a YCDSB Secondary school, you may use the SafeArrival system to report the absence for those children, as well.

Parents and/or guardians are requested to report absences for students attending in-person face to face and remote learning.

In order for this system to be successful, it is important that we have the correct contact information for you on file. If any of your phone or email contact information has changed, please contact your child's school office.

In addition, **SchoolMessenger** will send an automated notification to parents and guardians who have not reported their child(ren) as absent or late for face to face learners. If our system is unable to reach a designated contact after the required amount of time, office staff will follow up. By reporting your child(ren) absent or late in advance or before the bell time, you will not receive these notifications.

Should you have any questions in regards to the **Safe Arrival Program**, please do not hesitate to contact your child's school office.

Thank you for your attention to this important information about the reporting of your child's attendance for the upcoming school year.

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