SAINT FRANCIS CATHOLIC SECONDARY SCHOOL – New Absence Reporting Process
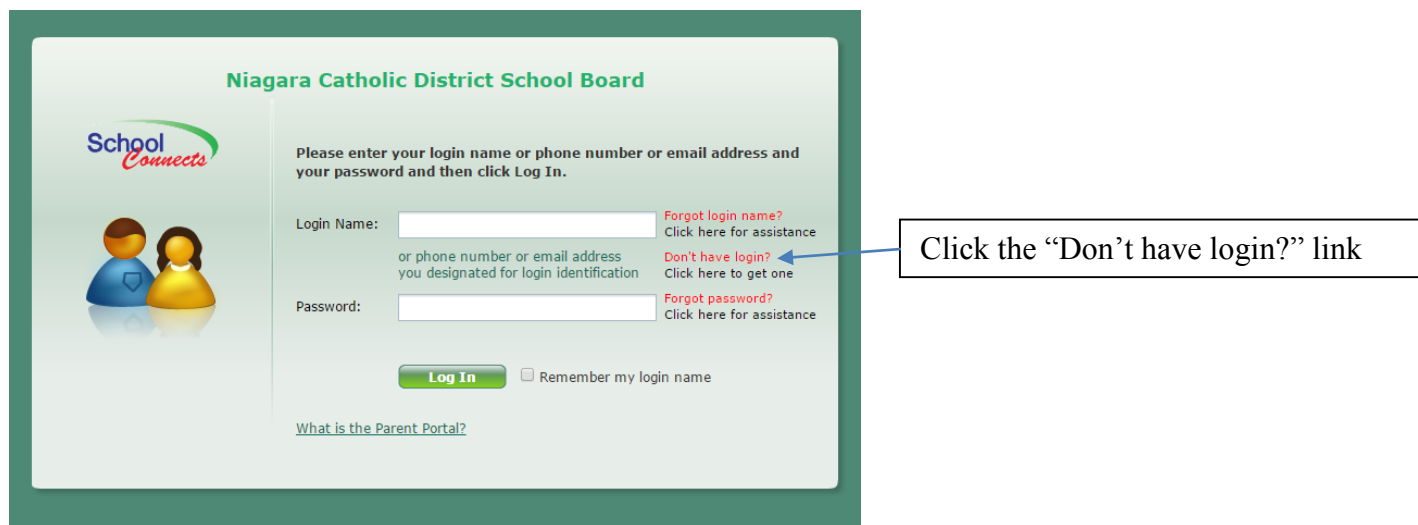

November 26, 2015

Dear Parent/Guardian,

As a final reminder and a follow up to our letter of November 17th, Saint Francis Catholic Secondary School is introducing *a new, more efficient* student absence reporting system. This new system will reduce the time it takes to verify student attendance making it easier for you to report your child's absence and easier for staff to respond to unaccounted student absences.

1. **Parents can call into an automated interactive telephone system via a toll free number (1-844-287-6287) through which absences can be reported.**

2. **Parents can log into a website, nc.schoolconnects.com to access a Parent Portal where an account can be set up to report absences via web or smart phone.**

3. **Free Smartphone App called SafeArrival, available through App Store or Google Play.**

All systems will be available 24 hours/day, 7 days a week. Future absences can be reported at any time.

Please note that in order to use the system, you will need to register in the system by **creating an account** on the **nc.schoolconnects.com website.** This will allow you to then report absences via the telephone number above, the website (nc.schoolconnects.com), or via the free iOS or Android App for your smart phone (cell phone).

The process for setting up an account is fairly straightforward. Once you login to the **nc.schoolconnects.com** website, the following window will pop-up

Click the "**Don't have login**?" link and follow the prompts to set up your account. That's it! Now you can use the phone, your computer, or your smart phone to report an absence for your son or daughter. When you go back on to the site in future, you would just put your login name and password and go directly to the section to report the absence.

Ken Griepsma
Principal