



Dear Parent/Guardian,

At Saint Francis, one of our greatest priorities is ensuring that all our students arrive safely to school each and every day. In 2015, we implemented a new system with our parent community called *SafeArrival*. It allows parents to report their child's absence quickly and conveniently.

SafeArrival has been well received by our families and Saint Francis will be implement a new and improved version of SafeArrival.

In preparation for the move to this new release, we are asking our parents to do the following:

1. **Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account using your email address. After logging in, select the Attendance tab to Report an Absence.**
2. **Using your mobile device, download and install the SchoolMessenger app (blue logo) from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). Use your new login information to access your account. Select Attendance to Report an Absence. If you would like to receive attendance notifications on your mobile device please enable that in the Settings area of the app.**
3. **The current toll-free number 844-287-6287 will still allow you to report your child absent.**

The new version is available 24 hours/day, 7 days a week. Future absences can be reported at any time.

We will continue to use our automated notification system to contact parents at multiple contact numbers until one of the designated contacts is reached. If our system is unable to reach a designated contact after 20 minutes, office staff will continue to follow up. By reporting your child absent in advance using the Safe Arrival toll free number or SafeArrival Portal website/app, you will NOT receive a call.

We will start using our new release on **June 1, 2018**. Parents with email addresses can log into the **SafeArrival** website as noted above to **Sign Up**. ***As of May 31, 2018, all absence reporting should go through the \*NEW\* Parent Portal website or the Toll-Free number. Please do not*** contact the school directly to report an absence.

Thank you for your patience and cooperation during this transition period to better ensure the safety of all our children.