

HOW TO REPORT STUDENT ABSENCES, LATE ARRIVALS & EARLY DISMISSALS USING THE TCDSB SAFE ARRIVAL SYSTEM – SCHOOL MESSENGER

All families must setup a Safe Arrival account as there is no other method to report an absence.

Use one of the following methods to set-up your Safe Arrival account. **Please ensure the phone number and email address that you are using to report your child's absences are on file with the school.** If needed, please contact the school to update your telephone number and email information.

SchoolMessenger app (free from Apple or Google Play):

1. Download the SchoolMessenger app
2. Tap **Sign Up** to create your account

Web:

1. <https://go.schoolmessenger.ca>
2. Click **sign up** to create your account

Interactive Toll-free phone:

1. Call the toll-free number 1-833-251-3286
2. Press 3 to report an absence, late arrival or early departure

Once your account has been set up you can now report an absence in any of these 3 ways:

- through the phone app
- online at <https://go.schoolmessenger.ca>
- call 1-833-251-3286

FULL DAY ABSENCES:

Full day absences should be reported **prior to 10 am** or you will get several calls home indicating your child has been marked absent from school.

LATE ARRIVALS & EARLY DISMISSALS:

Once the parent has called into School Messenger, students are **still required** to report to the attendance office to sign in & out of school.

If you have any questions or require assistance, contact the school directly.