

Using the SchoolMessenger App for Attendance

Choose one of these three options for using the SchoolMessenger app:

1. Download the FREE SchoolMessenger app from the Google Play Store
2. Download the FREE SchoolMessenger app from the Apple App Store
3. Open your browser and go to go.schoolmessenger.ca

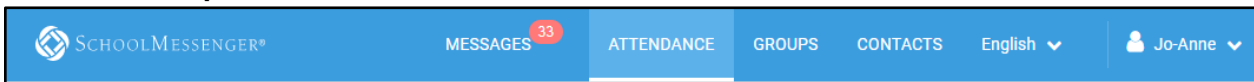
Sign Up for an account. Use the same email address that the school has on record for you. If you want to use a different one, please contact the school at 403-345-2403, or by email at jeeattendance@pallisersd.ab.ca and ask them to update your email. Choose your password; it must contain at least one number, one uppercase letter, one lowercase letter and must be at least 6 characters. Verify your account by following the instructions in the email that is sent to you.

Log In to the app using your email address and the password that you created in the **Sign Up** step above.

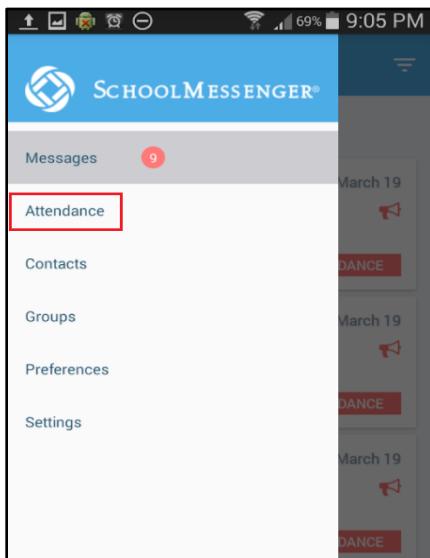
If your email address is associated with at least one child in a school that is actively using SafeArrival, you will see the ATTENDANCE option on the menu. This is shown at the top of the screen on the website or in the menu that is displayed if you click the menu icon in the top left corner of the mobile apps.

NOTE: If you do not see the ATTENDANCE menu or your students, please check with the school to make sure you are using the email address that they have on record for you.

Website Example

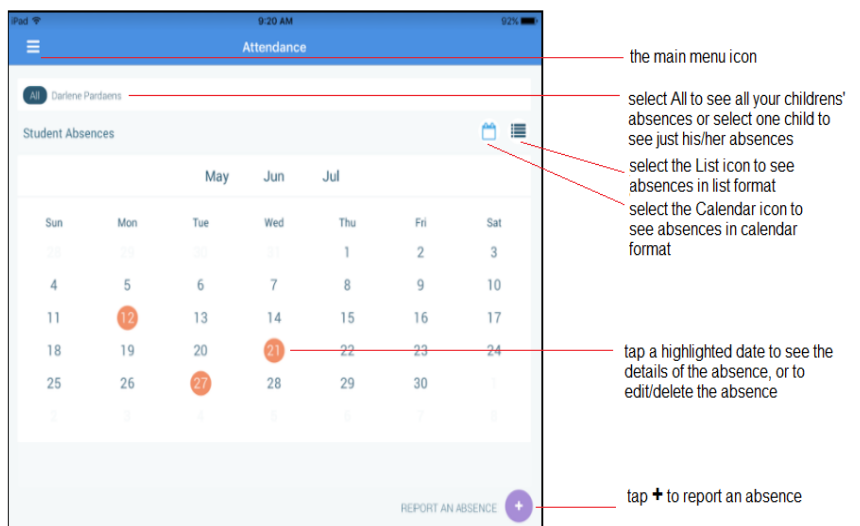


Android Example



-Tap/click **Attendance** to go to the Attendance page.

iOS Example



-On the calendar view, to go to the the previous or next month,

- in the iOS app, swipe left or right
- in the Android app, tap the name of the previous or next month
- on the website, click the < or > at the top of the calendar

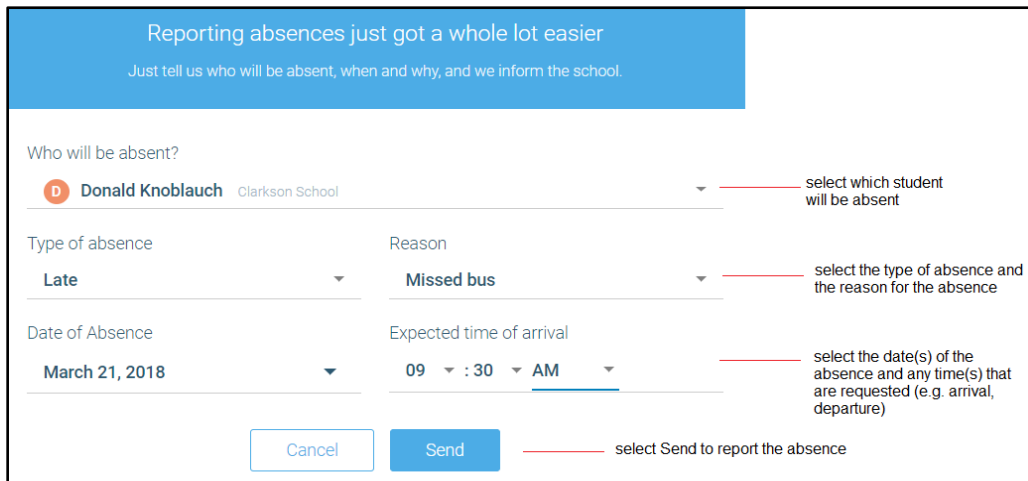
Reporting an Absence

To report an absence:



- Tap/click
- Be sure to enter your selections for all of the requested items. If the **Send** button is not activated, it means you've missed something.
- Tap/click **Send** to report the absence.

Website Example



Reporting absences just got a whole lot easier
Just tell us who will be absent, when and why, and we inform the school.

Who will be absent?
Donald Knoblauch Clarkson School

Type of absence: Late Reason: Missed bus

Date of Absence: March 21, 2018 Expected time of arrival: 09 : 30 AM

Buttons: Cancel, Send

Annotations:
- select which student will be absent
- select the type of absence and the reason for the absence
- select the date(s) of the absence and any time(s) that are requested (e.g. arrival, departure)
- select Send to report the absence

Explaining an Absence

If your student is marked absent and you have not reported the absence in advance, you will be notified of the absence. You can use the mobile apps or website to explain your student's absence.

Settings > Push Notifications

If you would like to receive absence notifications directly to the SchoolMessenger app,

- go to the **Settings** menu
- tap **Push Notifications**
- tap the name of your child's school district
- ap **Attendance** as a type of message that you want to receive as push notifications.

Logging Out of the SM app

- To log out of the mobile apps, tap the main menu icon in the top left corner of the app, then tap **Settings** and **Logout**.
- To log out of the website, click the downward-pointing arrow next to your name in the top right corner of the app, then click **Log out**.

