

Dear Peel District School Board Families,

At the Peel District School Board, student absence reporting for all **elementary** aged students is done through our *SchoolMessenger* reporting system. All parents/guardians must use the system when reporting their child(ren)'s full-day absences, late arrivals and/or early departures from school via *SchoolMessenger*.

*SchoolMessenger* will allow you to report your child(ren)'s absences quickly and conveniently in one of three ways:

1. You can call into an automated, interactive telephone system via a toll free number—**1-855-209-6155**.
2. You can log into a website, **go.schoolmessenger.ca** to set up an account and report absences.
3. You can download the blue *SchoolMessenger* mobile application for Apple and Android devices via Google Play or iTunes.

Parents who do not have an email address on file at the school will need to provide one in order to report online. You do not require an email address to use the toll free number. Be sure to set up your account with the same email address you have on file with the school.

**We ask that you report your child's absences before the start of the school day. Late arrivals and/or early departures should be reported as soon as possible.**

Benefits of using *SchoolMessenger* include:

- Phone, website and mobile app options are available 24 hours a day, 7 days a week.
- You can report your child(ren)'s absences in advance (e.g., doctor's appointment).
- Keep phone numbers and email addresses up-to-date at the school.

If your child's absence is not reported in advance, the automated notification system will contact parents to inform of a student's absence and will provide an opportunity to verify the absence. The automated notification system will call parents/guardians five times at each home and cell phone number on file with the school until one of the designated contacts is reached. If our automated system is unable to reach a designated contact, office staff will follow up. **By reporting your child absent in advance, using the *SchoolMessenger* toll-free number, *SchoolMessenger* website or *SchoolMessenger* mobile app, you will not receive a call.**

If you have any questions or require any assistance, please contact your child's school.

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