

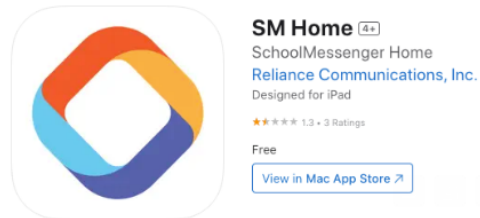
Hello Millgrove families,

With the start of the school year right around the corner, we wanted to remind you of an important change in our practices around reporting student absences to the school, as student safety is our number one priority.

If you had a student in the school last year, you would have received some communication about this change, and many of you began using it last spring.

While it has been common practice for families to call or email the school office or send the teacher a message on Seesaw if your child will be absent from school, moving forward, PSD is using the SafeArrival system through School Messenger. You are asked to report your child's absence using one of these three convenient methods:

1. Get the **SM Home app** from your app store or visit <https://schoolmessenger.ca/>
Tap Sign Up to create your account.
If signing up for the first time, there will be an email verification step. Please use your email address that is already on file with the school. Select "Attendance" from the menu, and then select "Report an Absence".



2. **Web and Mobile Web:** home.schoolmessenger.ca
Visit the website home.schoolmessenger.ca. Click Sign Up to create your account or log in if you have previously used this website. If signing up for the first time, there will be an email verification step.
Select "Attendance" from the menu, and then select "Report an Absence".
3. **Interactive Toll-free Phone:** Call the toll-free, interactive telephone system at (833) 326-7959. Follow the instructions to report an absence.

Absences can be reported at any time, 24 hours a day, 7 days a week, in advance if an absence is known, and up until the cut-off time for the school attendance call-out system on the day of the absence (9:30 am at Millgrove School).

If you do not report your child's absence in advance, the automated notification system will try to contact you (using your communication preferences if you have set them up in SchoolMessenger Home app). This may include push notifications in the app, email, SMS text messages, and/or phone calls. You will be asked to provide the reason for your child's absence. You may do so using the mobile app, website, or phone line.

While we recognize this is a change to the familiar and current practices, we appreciate your support and shift over to one of these three methods.

Respectfully,
Millgrove School