



Sisler High School Absence Reporting System

Sisler High School will be using the **School Messenger-Safe Arrival Absence Reporting System**.

Regular attendance provides your child with the best opportunity for continued academic progress.

Where possible, scheduling appointments outside of regular class time is appreciated by the school.

We encourage the use of the mobile app or the website where a pin can be set up but if you do not have access and prefer to use the phone line, you must call the school to set up a pin.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to 1pm on the day of the absence

ANY absences that occur after 1:00 pm must be called into the school

Mobile App	SchoolMessenger app	<ol style="list-style-type: none"> 1. Provide your email address to the school 2. Get the app from the Apple App Store or the Google Play Store (or from the links at https://go.schoolmessenger.ca) 3. Tap Sign Up to create your account and set a pin. 4. Select Attendance from the menu, and then select Report an Absence
Website	go.schoolmessenger.ca	<ol style="list-style-type: none"> 1. Provide your email address to the school 2. Go to the website 3. Click Sign Up to create your account and set a pin. 4. Select Attendance from the menu, and then select Report an Absence
Phone	1-855-278-4513	<p>(use your pin from the app or website, or call the school to set one up)</p> <ol style="list-style-type: none"> 1. Call the toll-free, interactive telephone system 2. Follow the instructions to report an absence 3. The call is complete when the conformation number is given

If you are planning a family vacation and your child will miss more than 3 school days, a letter with the following details of the trip must be given to the Principal, Mr. Heshka, as soon as possible:

- where your family is traveling to
- when and why you are leaving
- the exact dates the student will be away

If you are leaving on a trip for any extended period of time and leaving your child in the care of another family member please inform your child's guidance counsellor, before you leave.

If you are reporting that your child is going to be late, no information will be entered by the school until your child enters the classroom.

Please Note:

- For Parent/Guardian instructions, please visit Sisler's website at <https://www.winnipegdsd.ca/schools/Sisler/Pages/Default.aspx>, or the Sisler Guidance Office Facebook Page.
- You will be asked to enter a PIN Number so that you are the only one who can use this account.
- When using the interactive telephone systems you must wait for the confirmation number. **If you hang up before this is given the absence will be cancelled and will not be reported to the school.**
- To use the app or website you must have an email address on file with the school and have consented to receiving emails on your child's application. If you do not have an email on file or have not consented to receiving them, please call the school and update your information with the Guidance Office Clerk.

Why do I need a SchoolMessenger app account?

A SchoolMessenger app account is not required to use the toll-free phone line to report absences. However, we strongly recommend that you provide your email address to the school and set up your SchoolMessenger app account. This allows you to review and update absences, review your contact information and communication preferences and more.

If you cannot set up your account, you do not see the ATTENDANCE option, or you do not see your child(ren) listed in your account, please contact the school directly to check that your correct email address is associated with your child(ren).

How do I use the toll-free phone line?

When you call the toll-free phone line, follow the instructions for reporting an absence. Wait for a confirmation number at the end of your call **before hanging up**.

If the phone number you are calling from matches a phone number on file with the school for your student(s), you will hear your student'(s) name(s). If the system doesn't recognize your caller ID, you will be asked to enter the student's home phone number.

If you have difficulty using the toll-free phone line, please consider using the SchoolMessenger mobile app or website. Otherwise, contact the school

**** If you have any concerns or comments about the Safe Arrival system, please contact us through the feedback link found on the app or the website.**