



Introducing our new student attendance program! SchoolMessenger: Safe Arrival

Important Information and Form for Parents/Guardians

One of our greatest priorities is ensuring that all our students arrive safely to school every day. To improve our safe arrival process, this fall we will add a new system that will make it easier for you to report – and respond to – school absences of your student.

The new student absence reporting system will let you use a **mobile app**, a **website**, or an **interactive toll-free phone line** to report an absence in advance as well as that day. As a result, it will take the school less time to verify student attendance, and less time to begin to notify parents and guardians of absences that were unexpected or unplanned.

This time savings makes it faster and more efficient to account for all students and their safety.

If your child is marked absent and the absence hasn't been explained in advance, our new system will be able to rapidly contact you by automated phone call, text message, email, or mobile app push notification to get a reason for the absence. Calls and contacts will continue until you choose an option to explain the absence.

Over the next month you'll find out more about the new, automated process. The **SchoolMessenger: Safe Arrival** notification system from West, and our new **Safe Arrival** mobile app for iOS and Android devices will be available 24 hours a day, 7 days a week, to make it convenient for you to report future absences.

In order to prepare for the launch of this new product mid-September, we require some help from your family and ask that you fill in the information form (back of this page). It is important that these forms (one for each child) are received by your school office to ensure that your family information can be added to the new system.

Please fill out the form (back of this page) with the information of all parents/guardians/care-givers who would normally receive attendance calls. Although we may have information for other family members on file, **we only require the names and information of those who are connected with your child's attendance.**

If you choose to leave the cell phone or email fields blank, the new text message and email notification features will not be available to you. If you would like those features turned on at a later date, please contact your school office.

If you would like more information about **SchoolMessenger: Safe Arrival** please visit the Attendance Notification page of their website: <http://www.schoolmessenger.com/attendance-notification/>

We appreciate your help and are excited to be able to offer our families a more efficient, timely and safe attendance procedure!

SchoolMessenger: Safe Arrival (please fill out one form for each child)

PARENT/GUARDIAN/CARE-GIVER INFORMATION FORM

Please fill out a section for **EACH** parent/guardian/care-giver who would normally receive a phone call about your child's whereabouts and attendance. **Please return this form to your school office. All people on this list will be contacted by the automated system when there is an absence.**

STUDENT FIRST NAME: _____ **STUDENT LAST NAME:** _____

STUDENT FIRST NAME: _____ **STUDENT LAST NAME:** _____

STUDENT FIRST NAME: _____ **STUDENT LAST NAME:** _____

ALL CHILDREN LISTED ABOVE GO TO THE SAME SCHOOL AND CONTACT INFORMATION BELOW CAN BE APPLIED TO ALL

CONTACT

First Name: _____ Last Name: _____

Relationship to student named above: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email Address: _____

CONTACT

First Name: _____ Last Name: _____

Relationship to student named above: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email Address: _____

CONTACT

First Name: _____ Last Name: _____

Relationship to student named above: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email Address: _____

CONTACT

First Name: _____ Last Name: _____

Relationship to student named above: _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email Address: _____

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989. The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)