

## **Parent/Guardian Account Creation**

The Grande Prairie Public School Division is introducing an easy method for legal parents and guardians to report their child's absences using SchoolMessenger.

Once you have created your SchoolMessenger account (<u>See here</u>) you can report your child's absences, on the app, the website or by phone. The app and the website use the same login information.

## **Report Absence on the SchoolMessenger App**



Open the SchoolMessenger App and log in. The app opens to the "Messages" page. Click the top left corner to open the menu

| Messages        | 室                           |
|-----------------|-----------------------------|
| ptoopen<br>Menu |                             |
|                 | Messages<br>to open<br>Menu |

2. Tap attendance to access the attendance area of the app.



3. The attendance area will show all student names attached to your account as well as a list of all absences that have been reported. You can choose List or calendar view. To report an absence, tap REPORT AN ABSENCE in the bottom right corner.

| •III ROGE            | rs 🗢              | 11:14 AM      | 1 🛛 💲 78% 🔳                   |
|----------------------|-------------------|---------------|-------------------------------|
| ≡                    | At                | tendance      |                               |
|                      |                   |               |                               |
| All                  | Student N         | ames will App | ear Here 🕜                    |
| Stude                | ent Absences      | _             | - 🗎 🗂                         |
| Ма                   | rch 2018          | Ċ             | hoose List or<br>alendar View |
| 30<br>Fri            | HOLIDAY           |               | 4                             |
| 30<br>Fri            | Oliday<br>Holiday | -             |                               |
| 30<br>Fri            | HOLIDAY           |               |                               |
| Ма                   | y 2018            |               |                               |
| 21<br>Mon            | HOLIDAY           | ujium         |                               |
| 21<br>Mon            | HOLIDAY           |               |                               |
| Tap<br>Repor<br>Abse | to<br>tan<br>nce  | REPORT AN A   |                               |

4. Select which of your students will be absent.

| 🖬 I ROGERS 🗢   | 11:14 AM                | 108 | 78% 🔳 |
|----------------|-------------------------|-----|-------|
| K F            | Report an Absence       |     |       |
| Who will be at | osent?                  |     |       |
| C SaleArriva   | ent Name<br>Test School |     | >     |
| J SafeArrival  | ent Name<br>Test School |     | >     |
| J SafeArrival  | ent Name<br>Test School |     | >     |
|                |                         |     |       |

5. Choose which type of absence you would like to report. A list of reasons will appear based on the type of absence. You will also be prompted to enter the date and/or time of absence. Then tap Send.

| 8:58                    | .11 🕆 62 | 8:58                 | al 🔻 🖽      | 8:58             | all ବ 02      |
|-------------------------|----------|----------------------|-------------|------------------|---------------|
| Stude                   | ent Name | K Stud               | ent Name    | < S              | tudent Name   |
| What type of absence is | s this?  | What type of absence | e is this?  | What type of abs | ence is this? |
| Full Day                |          | C Sirk               |             | Full Day<br>Sick | EDIL          |
| Early Departure         |          | Absent-Excused       | Annoistment | Date of Absence  |               |
| Multiple Day            |          | Early Departure      | appononent  |                  |               |
|                         |          | Sick                 |             | Comments         |               |
|                         |          | Absent-Excused       |             | Max 220 charact  | ers           |
|                         |          | Medical or Other     | Appointment |                  | 0/ 220        |
|                         |          | Leave & Return       |             |                  |               |
|                         |          | Sick                 |             |                  |               |
|                         |          | Absent-Excused       |             |                  |               |
|                         |          | Medical or Other     | Appointment |                  |               |
|                         |          | Multiple Day         |             |                  |               |
| CANCEL                  | SEND     | CANCEL               | SEND        | CANCEL           | SEND          |

6. After submitting the absence, you will be taken back to the Attendance screen which will show your reported absence. You will also notice a red notification in the top left corner – this indicates that a message has been sent to you confirming the reported absence. The confirmation message is also sent to you email.

| II ROGE   | RS 🗢 12:35 PM<br>Attendance             | -7 <b>0</b> \$ 85% 💽 +          |
|-----------|---|---------------------------------|
| All       | Student Name                            | s 0                             |
| Stude     | ent Absences                            | i 🗎                             |
| Ма        | rch 2018                                |                                 |
| 21<br>Wed | Multiple Day<br>Parent-Approved Absence |                                 |
| 26<br>Mon | Full Day<br>Flu-like Symptoms           | recently<br>reported<br>absence |

- 7. To ensure that a student is not able to report their own absences you are able to set a PIN that must be entered to report an absence. To set a pin:
  - a. When in the attendance menu, click on the gear in the top right corner.
  - b. Click "Manage PIN settings"
  - c. Select the student or student's that the PIN will apply to and click Save
  - d. Enter a 4 digit PIN and click Save
  - e. Now a PIN will be required whenever an absence is reported whether is be by phone, website or app.