

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>Click 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.

Navigate to https://go.schoolmessenger.ca/#/home



Click Log in at the top right corner of the webpage

Log in to your account

Click the menu on the top left corner of the webpage.



Click on Attendance on the left and then click on REPORT AN ABSENCE on the right side.

Attendance	Student Absences				REFORT AN ABSENCE
Messages					
Preferences	All Millie June Stella				
Contacts					
Manage Groups					
Join Groups	<		August 2024		>
Log out	Mon	Tue	Wed	Thu	Fri
uage	20				
English	•				
nload Mobile App	5				9
Apple iTunes					
Google Play	12		14	15	
	19	20	21	22	
s of Service					
acy Policy	26		28	29	

Select the student from the drop down list

Choose type of absence from the drop down list

Drop down menu to provide date of absence will appear after the Type of Absence has been selected Choose reason from the drop down menu

Click send.

Reporting Just tell us who w	absences ju	st got a whole lot easier n and why, and we inform the school.	
Who will be absent? Select student			-
Type of absence		Reason	
Select absence type	-	Select reason	-
	Capaci	Cand	
	Cancel	Sena	

A system generated email will be sent to you confirming the absence reported.

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. Click on Absences on the left menu
- b. At the bottom of the screen click on "Manage your PIN settings" Did you know that you can require a PIN to be entered before your student's absence can be reported or explained through the SafeArrival phone system? Manage your PIN settings
- c. Select the student or students that the PIN will apply to, Enter your 4 digit PIN
- d. Click SAVE

Grand Prairie	Public School Division
Select the stu be entered wi	dent(s) for which a PIN (Personal Identification Number) must nen using the SafeArrival phone system.
S	Enter PIN here Your 4-Digit PIN 1234
Note: . update studer the Sa	Any of the student's guardians with access to SafeArrival can the requirements for a PIN. Any PIN belonging to one of the t's guardians with access to SafeArrival will be accepted by feArrival phone system.
	Canad

e. Now a PIN will be required whenever an absence is reported whether it is by phone, website or app.