

Date, 2016

Dear Parents/Guardians,

At the NL English School District, one of our greatest priorities is ensuring that all our students arrive safely at school each and every day.

To enhance our existing absence check procedure, we are introducing **a new, more efficient** student absence reporting system called **SchoolConnects SafeArrival**. This new system will reduce the time it takes to verify student attendance, make it easy for you to report your child's absence and easy for staff to respond to unexplained student absences.

We will be piloting this system at École Holy Family Elementary School.

With **SafeArrival**, you are asked to report your child's absence (in advance or before morning bell time) using one of these 3 convenient methods:

- 1. Call the automated interactive telephone system via a toll-free number 1-844-408-9360 to report an absence.**
- 2. Log into the website, nle.schoolconnects.com, to access the SafeArrival website where an account can be set up to report absences.**
- 3. Set up a SafeArrival account then download the SafeArrival app to quickly and conveniently report absences from your mobile device.**

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will continue to use the **SchoolConnects** automated notification system to contact parents whose child is absent and the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact numbers until a reason is submitted for the absence. If our system is unable to reach the designated contacts after 20 minutes, office staff will follow up.

By reporting your child absent in advance using the **SafeArrival** toll-free number, SafeArrival website or **SafeArrival** app, you will NOT receive these calls.

We will start using our new absence reporting system on Tuesday, Nov. 29, 2016 for École Holy Family Elementary. Parents/Guardians with email addresses on file at the school will receive an invitation to log in to the Parent Portal and activate their account.

As of Tuesday, Nov. 29, 2016 absence reporting should go through the SafeArrival website, mobile app, or toll-free number. Please do not contact the school directly to report a morning absence.

If you have children attending other NLESD schools, please continue to report absences using the existing procedures for those schools.

Thank you for your patience and cooperation as we implement this new system.