Dear Parents/Guardians,

At North Penn 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-checking procedure, we are introducing *a new, more efficient* student absence reporting system called **SafeArrival**. This new system reduces the time it takes to verify student attendance, makes it easier for you to report your child's absence and is more efficient for staff to respond to unexplained student absences.

With **SafeArrival**, you can report your child out the day of a sick absence. Plus, if you know your child will be out of school ahead of time, you can preschedule the absence using any of these three convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at https://go.schoolmessenger.com). The first time you use the app, select **Sign Up** to create your account using an email address we have on file for you. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, https://go.schoolmessenger.com. The first time you use the website, select **Sign Up** to create your account. Once again, please remember to create your account using an email address we have on file for you. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **(888) 239-8495** to report an absence using the automated phone system.

These options are available 24 hours a day, 7 days a week. Future absences can be reported at any time. Day of absences, for instance for illness, should be reported as early in the morning as possible the day of the absence. You can of course still call or email your student's school to report an absence.

<u>We will use the **SchoolMessenger Communicate** automated notification system to contact parents/guardians whose child is absent when the absence was not reported</u>. The automated notification system will attempt to contact parents/guardians at multiple contact points (ex: phone, email, text) until a reason is submitted for the absence. At the elementary level, staff will begin Safe at Home calls until the reason for the absence is known. For middle school and high school, parents can submit an excuse anytime throughout the day and you will also receive an evening phone call if no reason has been submitted for the absence.

If you report your child's absence either the morning of the absence or in advance of a known absence using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications that your child has been marked absent.

Starting **Monday, October 15, 2018**, you can now also report absences, the day of and in advance of known absences, using **SafeArrival** instead of sending notes or calling/emailing the school. The attendance secretary at your student's school will use SafeArrival notifications to let you know if your student is absent (when you haven't reported the absence in advance).

SafeArrival is just one more tool to make reporting your student's absence more efficient and timely. You can still call the school or email the attendance secretary directly, but utilizing the SafeArrival system speeds up the attendance process so we can more quickly confirm the location of your student.

If you have any questions about SafeArrival, please contact your school's building secretary, Dana Wilson, or Bob Gillmer, Coordinator of Communications Media at gillmerk@npenn.org.