



## Making Changes to Your Child's Attendance and Arrival/Dismissal Schedule

- SchoolPass allows you to manage when your student is on and off campus without having to phone or email the Day School or Junior School Office, saving time and effort for everyone.
- Knowing when your child is scheduled to be on or off campus, and in the case of Junior School students, who will be picking up your child is an important aspect of ensuring the safety of your child, especially in emergency situations.

**It is essential that a student's attendance and arrival/dismissal schedule is kept up to date by parents in SchoolPass at all times.**

Please note that all Junior School students are defaulted to Carline for end of day dismissal (Carline means they are being picked up by car or by foot by an approved individual). If you would like your child to be able to leave on their own at the end of day, please contact the Junior School Office at [jsoffice@havergal.on.ca](mailto:jsoffice@havergal.on.ca) who can arrange to update your default dismissal schedule.

Upper School students are scheduled to leave on their own at the end of the day.

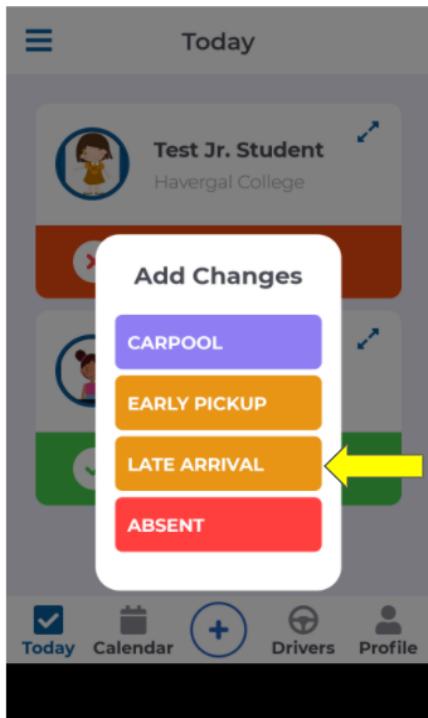
Take me here:

[Scheduling Late Arrivals](#)  
[Scheduling Early Dismissals](#)  
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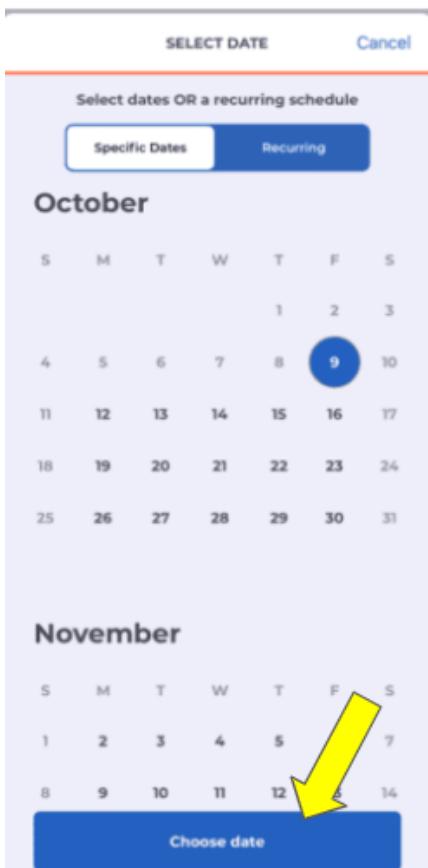
Or go to the [SchoolPass Quick Reference Guide](#)

## Scheduling Late Arrivals

When your child will be coming to school late:



1. Click on the "+" on the bottom navigation bar to access the Add Changes menu. Click on the Late Arrival button.

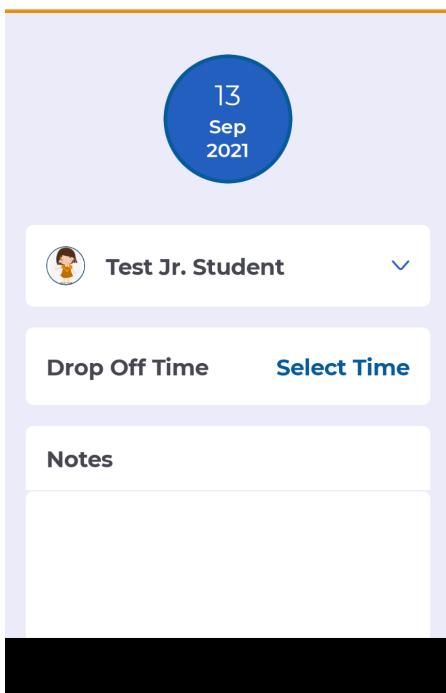


2. Select the day on the calendar that your child will be late.

You can choose multiple days, or if this will be a regularly recurring event you can set it up as a recurring event by selecting Recurring instead of Specific Dates.

Once you have the dates you would like click on Choose date.

◀ LATE ARRIVAL Cancel



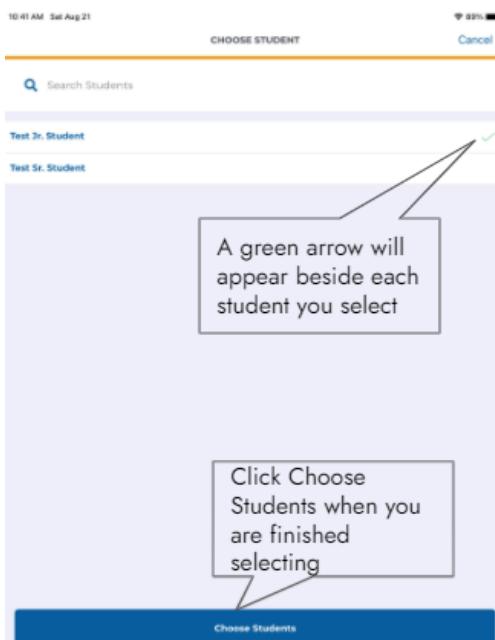
A screenshot of a mobile application for reporting late arrival. At the top, a circular date selector shows '13 Sep 2021'. Below it, a student list shows 'Test Jr. Student' with a dropdown arrow. A 'Drop Off Time' section contains a 'Select Time' button. A 'Notes' section is present. A large black redaction box covers the bottom half of the screen.

3. Click on Drop Off Time and scroll down and click on the time your child will be arriving.

If you have one student, type in any additional notes you would like the Day/Junior School Office to know and hit Submit.

**Please DO include information that will help the Day/Junior School Office know this should be an excused absence.**

Please DO NOT include any sensitive or personal health information in your notes



A screenshot of a mobile application for selecting students. At the top, it shows '10:41 AM Sat Aug 21' and 'CHOOSE STUDENT'. A 'Search Students' bar is present. Below, a list shows 'Test Jr. Student' and 'Test Sr. Student'. A callout box with a green arrow points to the 'Test Jr. Student' entry. Another callout box with a green arrow points to the 'Choose Students' button at the bottom. A third callout box with a green arrow points to the text 'Click Choose Students when you are finished selecting'.

4. For families with multiple students: Select the drop down arrow on the right hand side where your child's name appears in the above picture. This will take you to a screen where you can select multiple students you are reporting a late arrival for (a green arrow will appear beside the name of each student you select).

Once you have selected your child, complete step 3 above.

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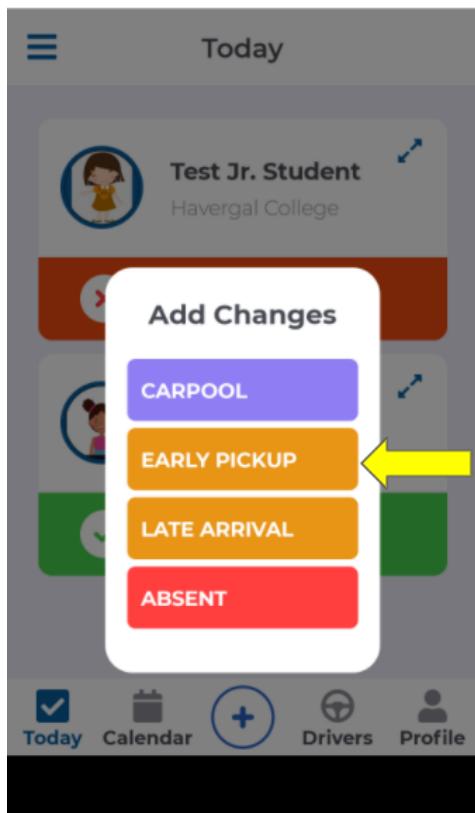
## Scheduling Early Dismissals



Please note that the cutoff time for making same day changes in SchoolPass to your child's early dismissal is **2 pm** to ensure appropriate time for our staff to prepare for end of day procedures.

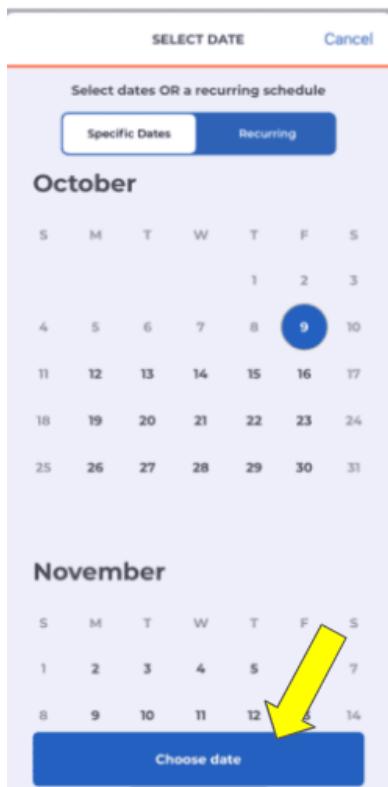
Any same day changes after 2 pm should be made by contacting the Day School Office for Upper School Students at 416.482.4723 or [dso@havergal.on.ca](mailto:dso@havergal.on.ca) or the Junior School Office for Junior School Students at 416.483.3519 ext. 6608 or [jsoffice@havergal.on.ca](mailto:jsoffice@havergal.on.ca).

When your child will be leaving school early:



1. Click on the “+” on the bottom navigation bar to access the Add Changes menu.

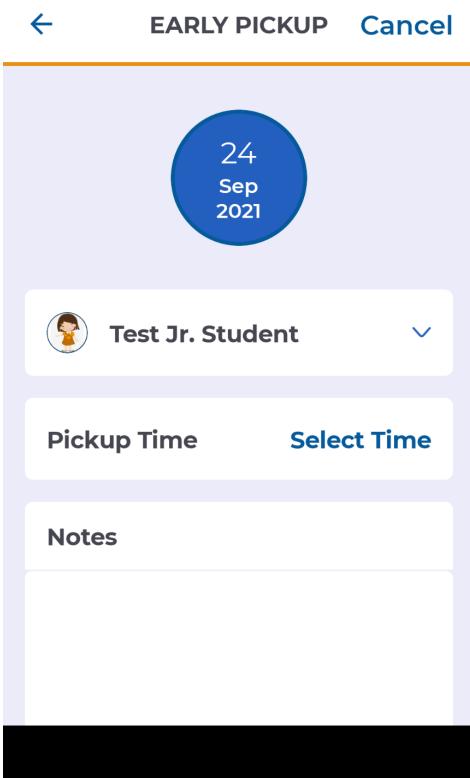
Click on the Early Pickup button.



2. Select the day on the calendar that your child will be late.

You can choose multiple days, or if this will be a regularly recurring event you can set it up as a recurring event by selecting Recurring instead of Specific Dates.

Once you have the dates you would like, click on "Choose date."



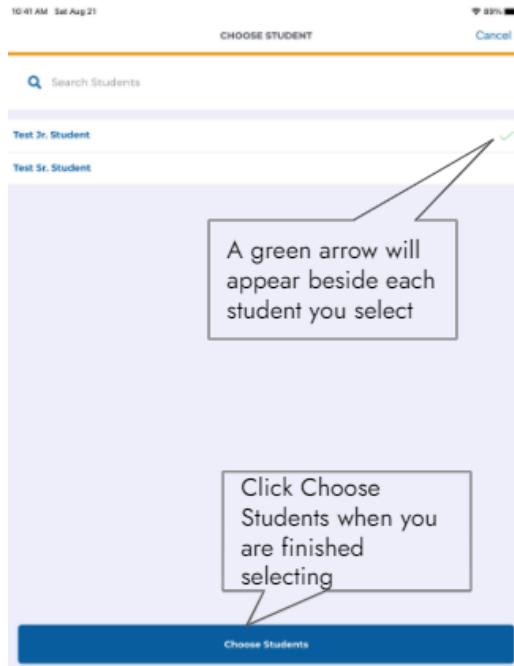
3. Click on Pickup Time and scroll down and click on the time your child will be leaving.

If your child will be returning to school that same day, move the slider to the right.

If you have one child, type any additional notes you would like the Day/Junior School Office to know and hit Submit.

**Please DO include information that will help the Day/Junior School Office know this should be an excused absence.**

Please DO NOT include any sensitive or personal health information in your notes.



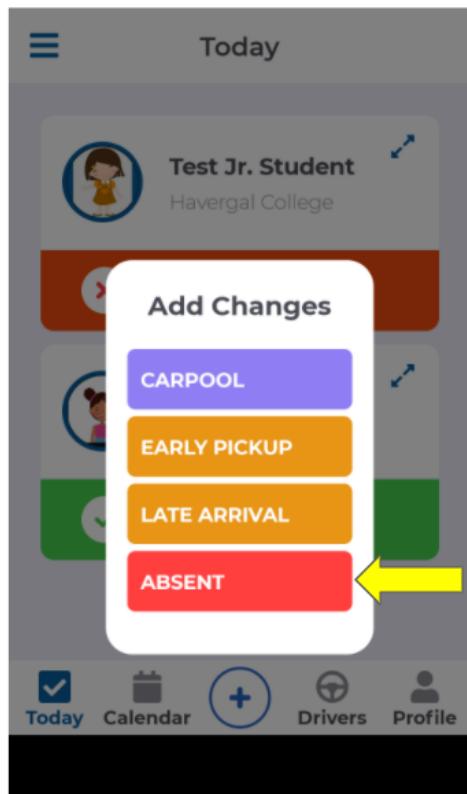
4. For families with multiple students: select the drop down arrow on the right hand side where your child's name appears (see the above picture). This will take you to a screen where you can select multiple students you are reporting a late arrival for (a green arrow will appear beside the name of each student you select).

Once you have selected your child, complete step 3 above.

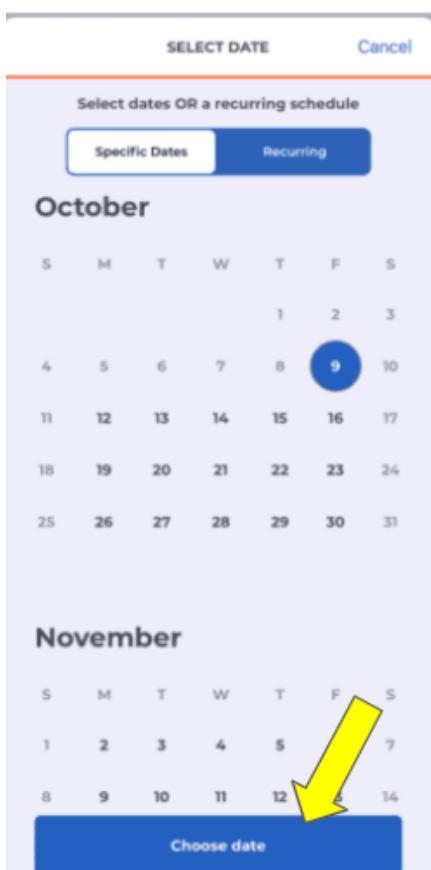
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## Scheduling Absences

When your child will not be attending school:



1. Click on the “+” on the bottom navigation bar to access the Add Changes menu. Click on the Absent button.



2. Select the day on the calendar that your child will be late.

You can choose multiple days, or if this will be a regularly recurring event you can set it up as a recurring event by selecting Recurring instead of Specific Dates.

Once you have the dates you would like click on Choose date.

5  
Oct  
2021

Test Jr. Student

Notes

Submit

3. If you have one student, type any additional notes you would like the Day/Junior School Office to know and hit Submit.

**Please DO include information that will help the Day/Junior School Office know this should be an excused absence.**

Please DO NOT include any sensitive or personal health information in your notes.

10:41 AM Sat Aug 21

CHOOSE STUDENT

Cancel

Search Students

Test Jr. Student

Test Sr. Student

A green arrow will appear beside each student you select

Click Choose Students when you are finished selecting

Choose Students

4. For families with multiple students: Select the drop down arrow on the right hand side where your child's name appears (see the above picture). This will take you to a screen where you can select multiple students you are reporting a late arrival for (a green arrow will appear beside the name of each student you select).

Once you have selected your children, complete step 3 above.