

Dear Harbour View High School families,

ASD-S is switching to a new way to report your student's absences in advance. It's easy and convenient, using the **SchoolMessenger** app, website, or toll-free number.

Families with children in elementary or middle school will already be familiar with this system. If you are currently using the SchoolMessenger app for any of your children in K – 8, you will now also see your children in grades 9-12 listed in the app.

If you are new to SchoolMessenger, it's easy to set up and report an absence using any of these 3 convenient methods:

1. Using your mobile device, download and install the SchoolMessenger app from your regular app store (or at <https://go.schoolmessenger.ca>). The first time you use the app, select **Sign Up** (top right) to create your account. Please note you must use the email address associated with your child at the school when setting up your account. To report an absence, select **Attendance** then **Report an Absence**.
2. Use the SchoolMessenger website, <https://go.schoolmessenger.ca>. Select **Sign Up** (top right) to create your account. To report an absence, select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-833-219-9065** to report an absence using the automated phone system.

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

We will continue to use the automated notification system to contact you if your child has an unexcused absence. If you report your child's absence in advance using any of the methods above, you will NOT receive these notifications.

Going forward, we ask that you report absences in advance using any of the methods above, instead of sending notes or calling/emailing the school.

Thank you for your continued support and for helping us implement this new, more efficient system.