



Secondary School Parent and Guardian SchoolMessenger Instructions

Parents and guardians are required to report their child(ren)'s partial or full day absence in advance, or before school start for the current day by accessing the **Secondary Attendance Program** using any of the 3 methods below:

Toll Free SchoolMessenger Phone Number 1-855-856-7862

SchoolMessenger Website go.schoolmessenger.ca

SchoolMessenger App Use your mobile device to download the blue **SchoolMessenger App** from the *Apple App Store* or the *Google Play Store*.

How to Sign Up


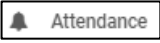

The first time you use the SchoolMessenger Website or App, select **Sign Up** to create your account.

- You will be asked to enter the email address your child's school has on record for you.
- Create a password using one lowercase letter, one uppercase letter, one number and from 6 to 255 characters.
- Ensure **Canada** is chosen as the location.
- Upon clicking **Sign Up**, you will be sent an activation email to complete your account registration.

Note: Your username and password will be the same for both the SchoolMessenger Website and App.

Report an Absence on the SchoolMessenger Website or App

To report an absence:

- Select the menu  icon
- Select **Attendance** 
- Report an Absence** 

- These options are available **24 hours a day, 7 days a week**. Future absences can be reported at any time.
- If you have children at a York Catholic Elementary school, you may use the SafeArrival system to report the absence for those children.

Should you have difficulty accessing the SchoolMessenger Website or App, please contact your child's school directly.