

REPORTING STUDENT ABSENCES

Getting Started

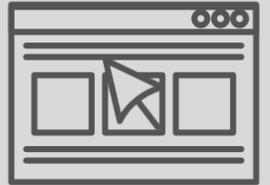
If you have any questions please contact parentsupport@sd47.bc.ca



Mobile Application

1. Download the SchoolMessenger App from the Apple App Store or the Google Play store
2. Select **Sign up** to create your account. Follow the steps provided in the app
****Use the the email that you have registered with the school***
3. Select the number that the District can use for non-emergency calling and save your preferences
4. Once you have logged in click on the Menu bars at the top left  and select "Attendance"
5. Press the  button at the bottom right to report an absence. Select the student and complete the requested information

Website



1. Go to <https://go.schoolmessenger.com>
2. Click the **Sign up** button at the top right of the screen
3. Follow the steps provided in the app
****Use the the email that you have registered with the school - ensure that your location is set to Canada***
3. Select the number that the District can use for non-emergency calling and save your preferences
4. Once you have logged in click on the Menu bars at the top left  and select "Attendance"
5. Press the  button at the top right to report an absence. Select the student and complete the requested information



Toll-Free Number

1. Dial [1-833-566-1226](tel:1-833-566-1226)
2. Enter the phone number that you have registered with the school
3. Using the keypad select the student who will be absent
4. Follow the prompts to submit the necessary information

The toll-free number option does not require you to create an account in order to submit an absence. However, if you do create an account you can set up an ID and PIN to prevent other people from submitting absences. To create a PIN go to the attendance page on the website and select "Manage your PIN", or the Gear Icon on the attendance page in the app.