SafeArrival & Attendance

October 7, 2021

Dear School Administrative Assistants,

Background
In ASD-N, 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 recently adopted ***a new, more efficient*** student absence reporting system called **SafeArrival**. This new system will reduce the time it takes to verify student attendance, make it easy for parents/guardians to report their child's absence and easy for staff to respond to unexplained student absences.

With **SafeArrival**, parents/guardians will be asked to report their child's absence in advance using any of three convenient methods. These options will be available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. This means that parents/guardians will be notified early in the school day if their child is absent. If our system is unable to reach the designated contacts, office staff will follow up.

Checklist
We understand that SafeArrival is a new system to deal with in an already very busy school year, and that its success will depend upon your support.

We have compiled a checklist of steps for you, to help assist you as you help launch this important new attendance system.

Step 1 -   Confirm that all parent/guardian contact information is updated and correct in Power School.

Step 2 -   Choose a designate(s) or back-up person(s) as a replacement for when the AA may not be available. Confirm this with your principal. Ensure all training is booked with and completed with Denis Theriault denis.theriault@nbed.nb.ca in advance, in order to be prepared.

Step 3 -   Confirm your understanding/preparedness and expectations for SafeArrival platform with Denis Theriault

SCHOOLMESSENGER®

Step 4 -   You would have received a stack of letters and sufficient number of magnets for your student population, including some extra copies in the event you receive any new students in the coming months. Bundle the parent/guardian letters and magnets together, in the appropriate numbers for each class in your school. A magnet should accompany each letter.

Step 5 -   After all training and preparations are complete, notify Denis Theriault that your school is ready to open SafeArrival, and determine a launch date. Please take into account that you must only notify parents/guardians once the program has been opened. We suggest launching on a Monday, and notifying parents after you have confirmed everything is open and working.

Step 6 (A) -   Send home letter and magnets to parents/guardians, and post that family letter to the school platforms, to notify that SafeArrival is now in operation. It is recommended that you post the SafeArrival information and directions on your school website, so that parents can refer to it if needed.

Step 6 (B) -   Send home a voice mail to your parents/guardians, notifying them that a letter with important information about SafeArrival has been sent home. The text for that voice mail is attached.

Step 7 -   For ongoing support and questions concerning SafeArrival, please follow up with Denis Theriault.