

ÉCOLE KELVIN HIGH SECONDAIRE KELVIN SCHOOL OVER 100 YEARS OF EXCELLENCE

155 Kingsway, Winnipeg, Manitoba R3M 0G3

Phone: (204) 474-1492 email: kelvin@wsd1.org Fax: (204) 453-2116 L. Benoit, Vice-Principal T. Cox, Principal M. Davidson, Vice-Principal



Absence Reporting

Kelvin High School uses the **SafeArrival system** to report and manage student absences. This system supports student safety by streamlining attendance and ensuring accurate daily records.

Use **SafeArrival** to report all student absences. We kindly ask that absences are not reported by telephone, email, or written notes to the school.

REPORT ABSENCES USING ONE OF THESE THREE METHODS (AVAILABLE 24/7):

1. MOBILE APP

- o Download the SchoolMessenger app from the <u>Apple App Store</u> or <u>Google Play Store</u>.
- Open the app and select Sign Up to create your account.
- Select Attendance > Report an Absence.

2. ONLINE

- o Go to https://go.schoolmessenger.ca.
- Select Sign Up to create your account.
- Click on Attendance > Report an Absence.

3. PHONE

o Call **1-855-278-4513** to use the automated phone system to report an absence.

Note: Absences must be reported **before 1:00 p.m.** on the day of absence to avoid receiving an automated notification from the school.

ADDITIONAL REMINDERS:

- o Ensure the school has your **most up-to-date email address** to activate and use SafeArrival.
- If you have children attending other schools in the division, continue to follow that school's reporting process.

For questions or technical assistance with SafeArrival, please contact the **Kelvin High School office** or visit https://www.winnipegsd.ca/kelvin.

