 **ROYAL ROAD ELEMENTARY SCHOOL**

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Sheila Legere Principal

Mary Brophy Vice- Principal

**To Learn, To Grow, To Lead**

March 25, 2019

Dear Parents/Guardians,

At Royal Road Elementary School, one of our priorities is ensuring that our students arrive safely at school each and every day.

Beginning Monday, March 25, 2019, we are introducing ***a*** ***new*** student absence reporting system called **SafeArrival**. This new system will reduce the time it takes to verify student attendance, make it easy for you to report your child’s absence and easy for staff to respond to unexplained student absences.

With **SafeArrival**, we are asking parents to report their child’s absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-833-294-4838** to report an absence using the automated phone system.

These options are 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.

If you report your child’s absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

Starting **Monday, March 25, 2019**, please report absences in advance using **SafeArrival** instead of sending notes or calling/emailing the school.

Thank you for your patience and cooperation as we implement this new SafeArrival System.

Sincerely,

Sheila Legere

Principal

Royal Road Elementary School