




# REPORTING AN ABSENCE



## SchoolMessenger App

Tap the top left  and then tap on  Attendance. You will see your child(ren)'s name listed here.

Click  at the bottom next to Report An Absence.

Select your child's name.  
Select Full Day or Multiple Day\*

Enter the reason for absence:

- Illness/Injury
- Appointment
- Vacation
- Religious/  
Cultural Day
- Bereavement
- Absence  
Approved By  
Parent
- Late

Select Date of Absence.  
For Multiple Day select First  
Day and Last Day of absence

Tap Send




You will now see the absence listed and you will also get a message confirming the same.


\* If your child is going to be late, select Full Day and then select Late. All students that are going to be late are marked as absent for the full day until they arrive and Sign In through the school office.



## SchoolMessenger Portal

Visit [go.schoolmessenger.ca](http://go.schoolmessenger.ca). Log in.

Tap the top left  and then tap on Attendance. You will see your child(ren)'s name listed here.

Click  towards the top right of the screen next to Report An Absence.

Select your child's **Name, Type of Absence, Reason and Date of Absence** (Similar to the app).

Click Send



You will now see the absence listed on the home page and you will also get a message confirming the same.

### Toll-free Telephone

- Call 1-833-202-1417 toll-free to report an absence using the automated phone system.
- Follow the prompts.

Same-day absences can only be reported until 30 minutes after the school start time. After that please call the school directly.

Visit your school's website or the OCDSB website for more details.