

5 THINGS

you can do with
School Messenger

1 Messages

- View all of the messages sent to you over the last 30 days from your children's teachers, schools and the division.
- Newest messages will appear first.
- Filter messages by clicking on the three lines in the top right hand corner.

2 Report an Absence

Booking an orthodontist appointment three months in advance? Enter your child's absence now using the School Messenger app so you won't have to remember later.

Up at night with a sick child? Report them absent using the app and don't worry about waking up to call the school.

- Choose Attendance from the menu on the left hand side of the screen.
- Click on Report an Absence
- Select the student who will be absent.
- Select the type of absence.
- Select the absence reason.
- Click on the date of the absence.

You will receive a message confirming that the absence has been submitted.

3 Conversations

- If your child's teacher is using this feature, they can start a Conversation with you and you can reply back to them.
- Classroom groups are set up automatically. You may need a group code for extracurricular groups or field trips.

4 Notifications

- In School Messenger, click on Settings, choose Push Notifications and select when you want to receive notifications.
- In the settings on your phone, click on Notifications, choose SchoolMsgr, select allow notifications and then set your preferences.

5 Preferences

Don't want all of your phones to ring when your child has an unexplained absence? Set your preferences to the method that works best for you.

- In Preferences, click on a phone number or email address to set your preferences or under "My message preferences," choose the type of message, and select how you want to be notified for that type of message (ie Emergencies)
- For emergencies and attendance, one phone number must be activated.
- If your contact information is not correct, please inform your child's school.