



## Park Meadows School

50 Meadowlark Blvd. N.

Lethbridge, AB T1H 4J4

Phone: 403-328-9965

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Website: <http://pm.lethsd.ab.ca>

### Safe Arrival/Synrevoice Instructions

1. When you report a student absence, SchoolConnects will record the reason for the absence. All parents/guardians will receive confirmation of the student's absence via text message or email as established in the SchoolConnects Parent Portal (see Section B above) thus discouraging unauthorized absences from being reported.
2. If a student is absent and the absence has not been reported, you will receive an automated phone call (cell and home numbers only) seeking verification of the student's absence. The system will call for a school-specified period of time. You may then indicate the reason for the absence through the automated system.

It is very important to listen to the entire message and to indicate receipt of the message by pressing 2 when asked.

If you believe that the child should be at school, you must contact the school directly to discuss student safety.

3. If you don't respond to the prompts during the phone calls, the school secretary will contact all parent(s)/guardian(s)/emergency contact(s) using all available contact numbers.

We hope that the options provided to you in the Safe Arrival Absence Reporting System prove valuable and convenient.

Should you encounter any difficulties in using the Safe Arrival Absence Reporting System, please contact the school for assistance.

Thank you for your continued diligence in reporting your child's absences so that we can work together to ensure student safety.

Thank you.