

STUDENT ATTENDANCE

At KSS, in-class attendance is expected. ***Notes are not accepted*** to excuse absences, sign out or leave early.

Parents/Guardians are encouraged to **report absences, lates and early departures**

using **School Messenger - Safe Arrival Absence Reporting system**.

This is the most efficient and quick way to inform teachers and office staff .

School Messenger may be accessed three ways:

- (1) Enter an Absence Using the **School Messenger App** (most user friendly).
- (2) Enter an Absence Using the Online Parent Portal: go.schoolmessenger.ca.
- (3) Enter an Absence by Calling the School—250-870-5105, press "1" and follow the prompts.



LATE

Students that are **more than 30 minutes late for class must check in at the office**.

The office will timestamp the student's arrival. Once the student makes their way to their classroom, their teacher will change the Absence to a Late.

If this is an excused late, parents may report this in Safe Arrival. If a parent has an enquiry regarding an absent/late, they are to contact the classroom teacher.

EARLY DEPARTURE

Parents may report early departures into School Messenger. Once reported, the teacher will see this in MyEd and release the student at the reported dismissal time. If there is no excused absence in MyEd, students will be sent to the office for follow-up. This may delay student dismissal as the office obtains parental approval. If no parental approval is obtained, the student will be sent back to class.

TEAM ATTENDANCE

Coaches will report their team absences to the office.

Students are expected to have a "Student Authorized Absence Form" filled out by their teachers for classes they will miss and show this form to their coach. Students keep this form as their homework is listed here.

Thank you for utilizing School Messenger and helping us keep all students safe and accounted for.