

Dear Parents,

Welcome to REACH!

Loomis Chaffee uses **REACH School Boarding System** to manage residential student movement on and off campus. REACH is an online platform that coordinates information about student departures and returns for School Staff, Parents, Hosts and Boarders by creating an easy to use, paperless system that students and faculty can access from anywhere at anytime and from any device. REACH is available from any PC or mobile device 24 hours a day, 7 days per week.

REACH automates all Boarder Leave Request procedures. A REACH “Leave Request” (also referred to as the “Per” process in Loomis parlance) is the student’s method of requesting travel off campus. The system will allow you as the parent to approve or reject your student’s Leave Requests through an email that you will receive. As a parent, all of your interaction with REACH will be through email.

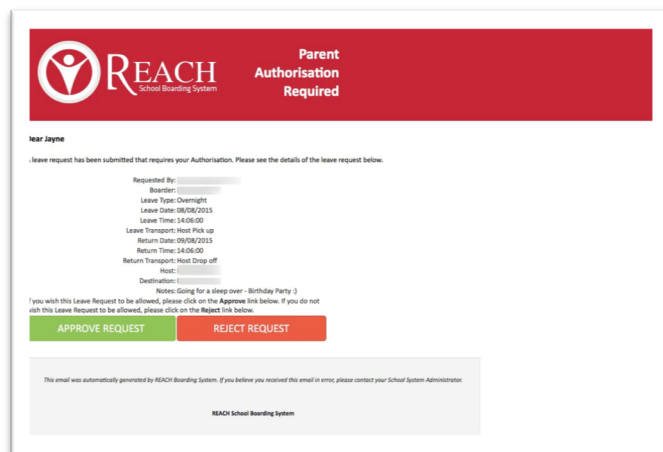
The Process

A student will create a request to leave campus through the REACH system. Based on our school community procedures, you may be asked to verify and give permission for a particular leave. You will grant this permission through email that REACH will send to you. An example of a leave a parent will receive is a “weekend leave request”.

For example, if your child would like to spend the night at a friend’s house, you will be asked to give your permission, by clicking a link in an automated email. This action is recorded by the REACH system and will inform the Dorm Faculty that you have given permission for the

sleepover. The adult host for this sleepover will also need to give permission. Finally, a Loomis Chaffee representative will be able to sign off on the leave.

That’s it. Your child now will be asked to check out when they leave for the sleepover and to check back in when they arrive back on campus. They are permitted to leave campus with your permission and ours.



We know it sounds a little complicated, but don't worry, it really isn't. As always, you are encouraged to communicate with the school should you have any concerns or questions.

A WARNING

REACH now alerts staff and faculty when the same IP address is used to make a request and approve it as the parent.

Because of this we ask that you, and you alone, approve your child's request- do not ask them to do it for you. If there is a special circumstance surrounding this issue, please call the Dean's Office at (860) 687-6208.

HELP AND SUPPORT

If you ever have questions about approving a Leave Request or wish to provide additional information, please call the Dean's Office at 860-687-6208 or contact your student's class dean.

We believe that **REACH** makes managing leave requests and approvals a whole lot easier, faster and more convenient for everyone involved and we hope that you enjoy using **REACH**.

Best Regards,
REACH Boarding and the Loomis Chaffee Dean's Office