

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

August 21, 2020

Dear Parents/Guardians,

At Lyme-Old Lyme High School, we prioritize student safety. Knowing that your child has safely arrived at school is vital to our operations especially during these unprecedented times. To that end, we will return to using the improved reporting system: **SafeArrival**. This system makes it easy for you to report your child's absence and easy for our Main Office staff to respond to unexplained student absences.

Using **SafeArrival**, you will report your child's absence by using any of these three (3) methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-833-854-0735** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence is not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

Starting **September 1, 2020**, please report absences using **SafeArrival**. While we transition to this system fully, we will continue to monitor the attendance email (attendancehs@region18.org) and voice mailbox at (860-434-4444 ext. 1098).

If you have children attending other schools, please continue to report absences using the existing procedures for those schools.

Please feel free to contact me with any questions.

Sincerely,

Jeanne Manfredi

JEANNE MANFREDI, ASSISTANT PRINCIPAL

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