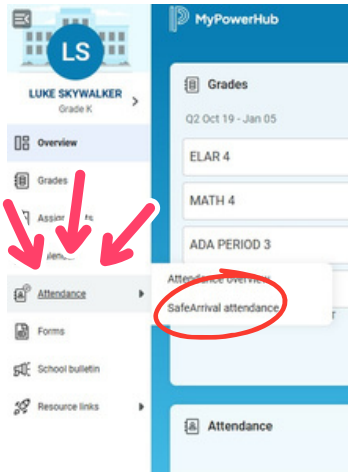
SafeArrival Parent Instructions

How to report and manage student absences using SafeArrival

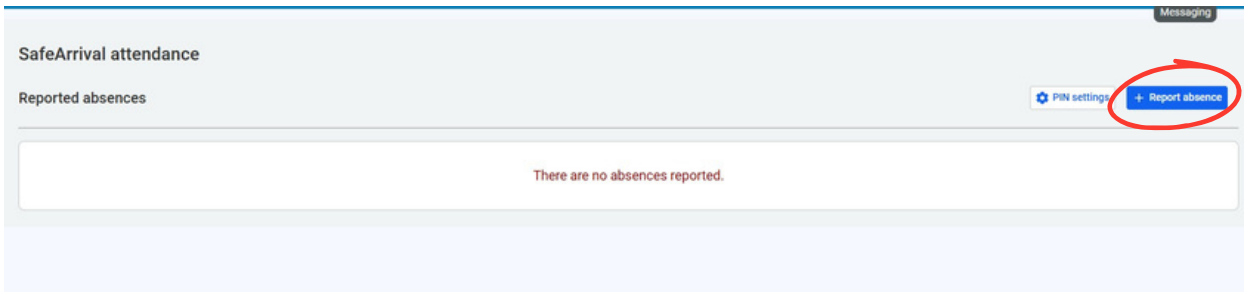
1. Getting started

Sign in to the MyPowerHub account associated with your student. Click on Attendance then SafeArrival attendance.



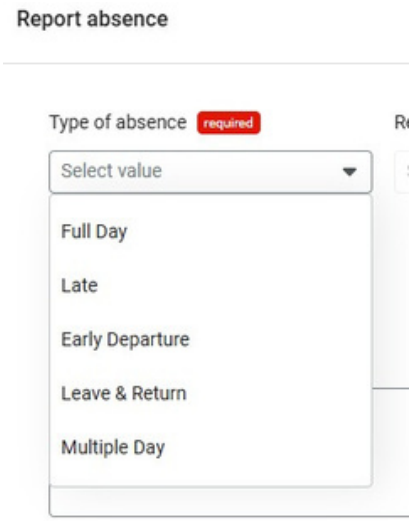
2. SafeArrival

Select Report absence



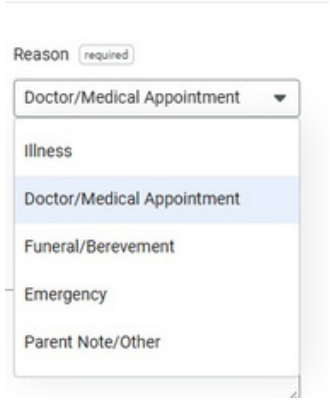
3. Select the Absence

Select the type of absence from the drop down.



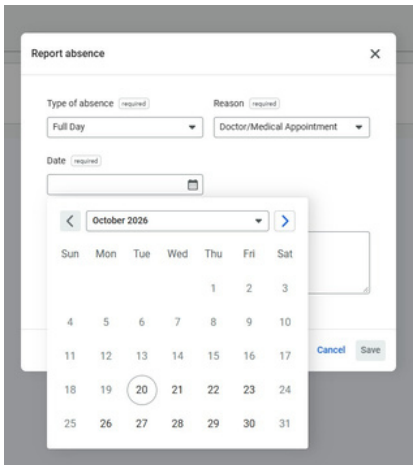
4. Select the Reason

Choose the reason for the absence. Doctors notes will still need to be provided to the campus once the student returns.



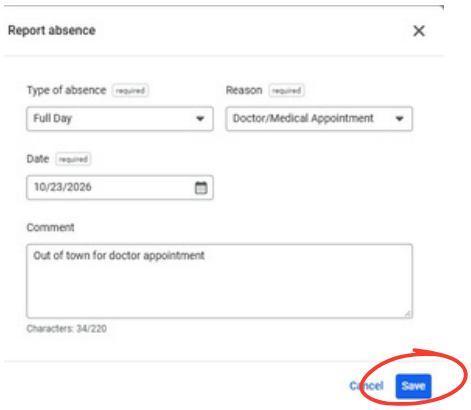
5. Date

Select the date. You can all so future date an absent.



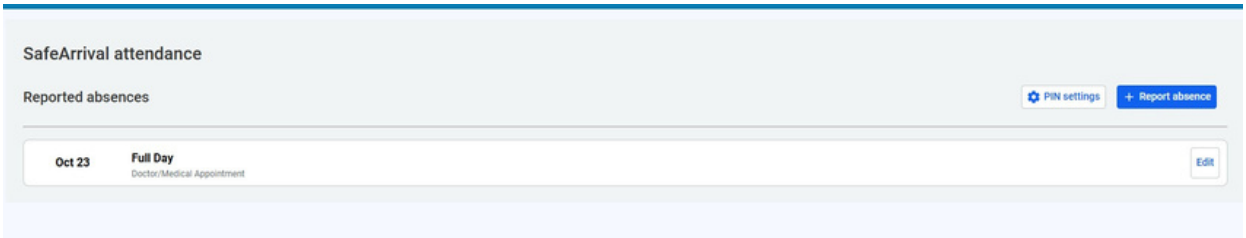
6. Review and Submit

Check the student,date,and reason before saving the absence.



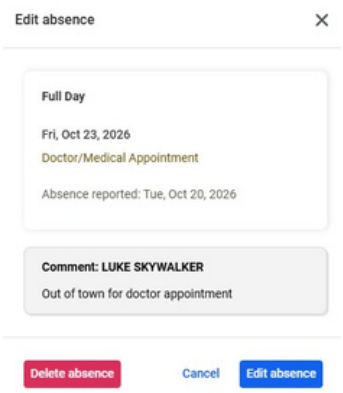
7. View the absence

You can view your reported absence under SafeArrival Attendance and edit if something changes.



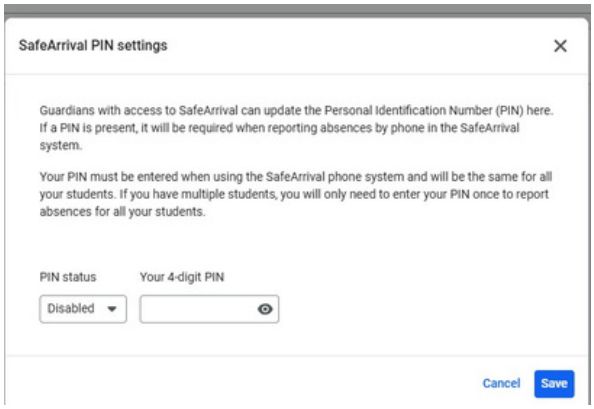
8. Edit current absence

Clicking on edit will let you update your student's absent.



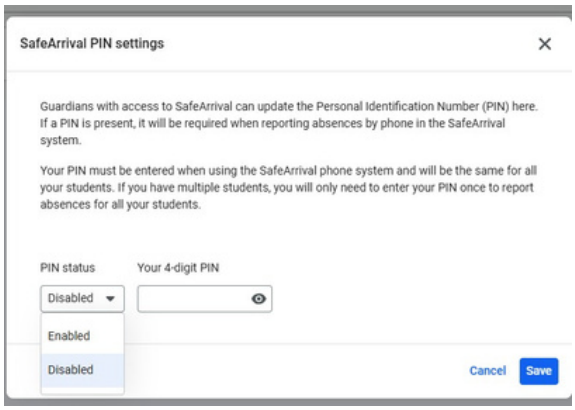
9. Four digit pin

An optional 4-digit PIN for reporting absences by phone. One PIN works for all your students.



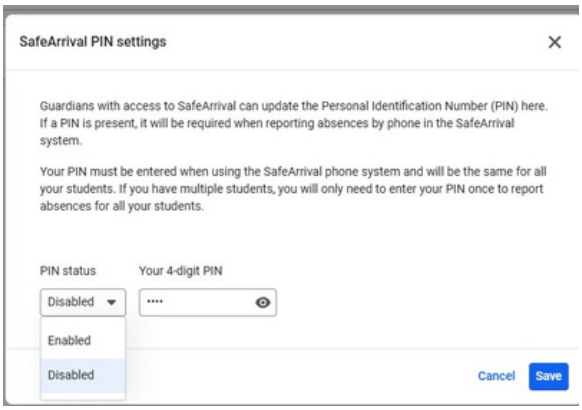
10. PIN settings

Open the SafeArrival PIN settings if you want to manage telephone reporting verification.



11. Set your optional PIN

Enable a four-digit PIN for phone-based absence reporting, or leave it disabled. Save any changes.



Important: Reporting an absence does not automatically mean the absence is excused.