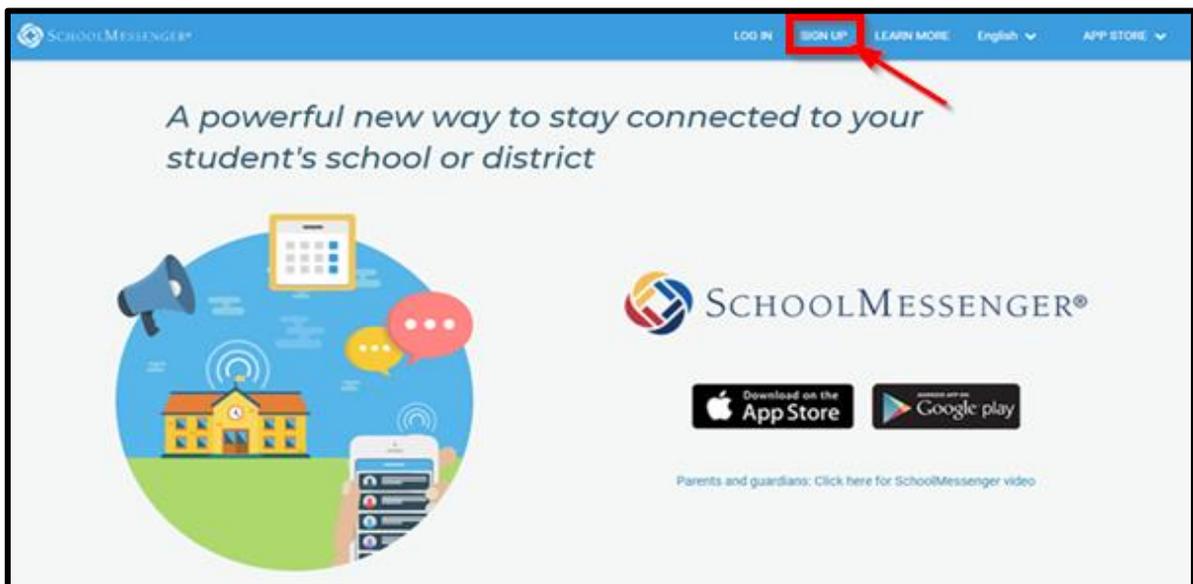# PARENT ACCOUNT CREATION AND ABSENCE REPORTING INFORMATION
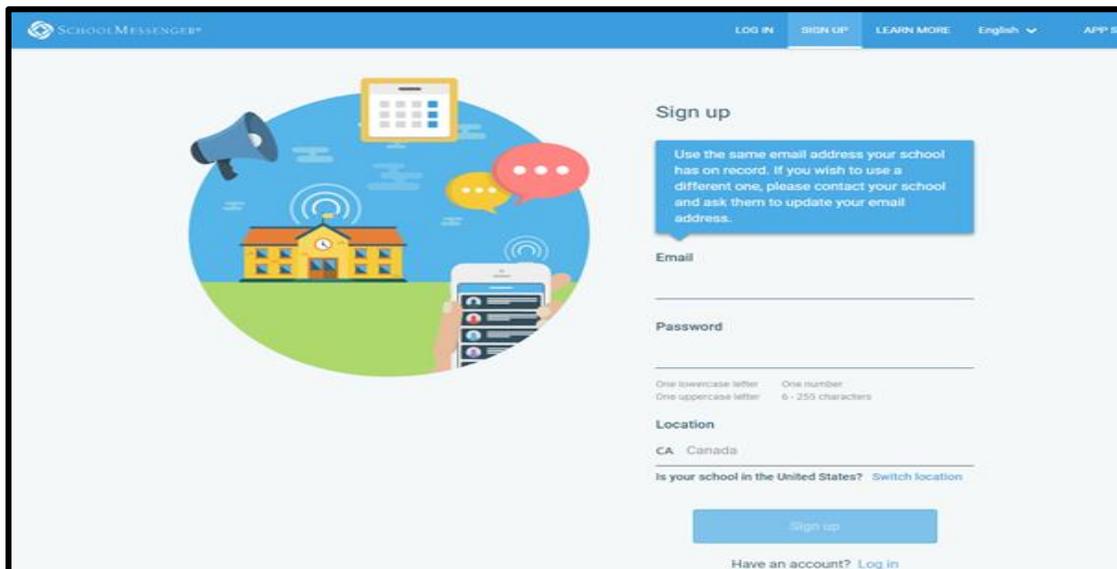
Creating an account

1. Once your email address has been entered into the database at your child's school, navigate to the website www.tvdsb.ca/schoolmessenger

   You will see the following screen:

   Click **SIGN UP**

2. You will be prompted to enter information in order to set up your Parent Account. ***Be sure to enter the same email address that has been provided to your child's school.***

3. Within minutes, you will receive an email with a link to complete the Sign Up process. Once the Sign Up process is complete, you will be able to log into your account using the website (www.tvdsb.ca/schoolmessenger) OR by using the SchoolMessenger app.
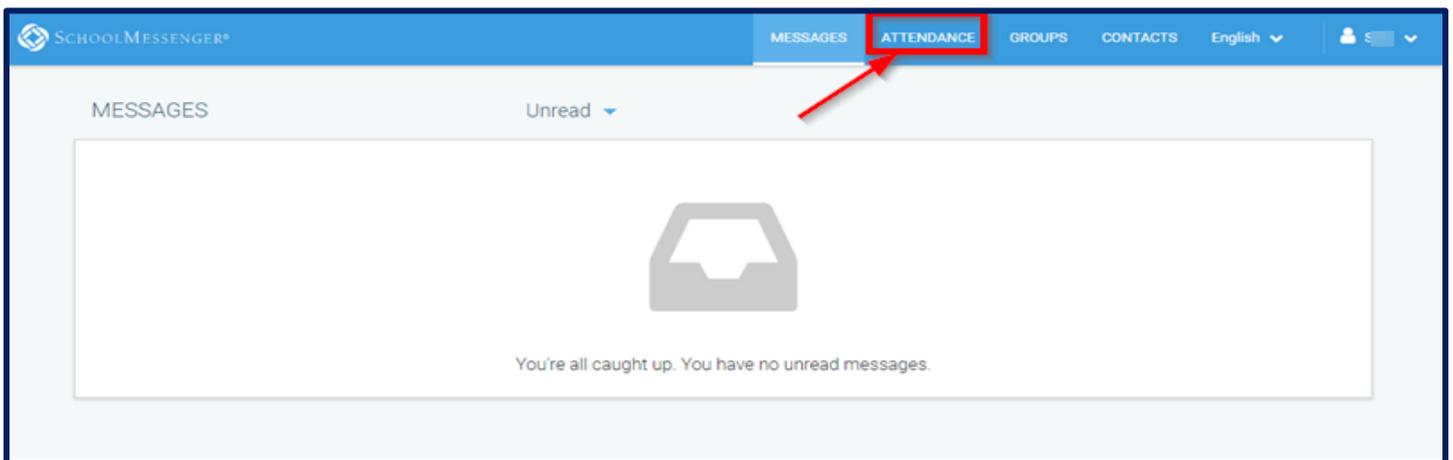
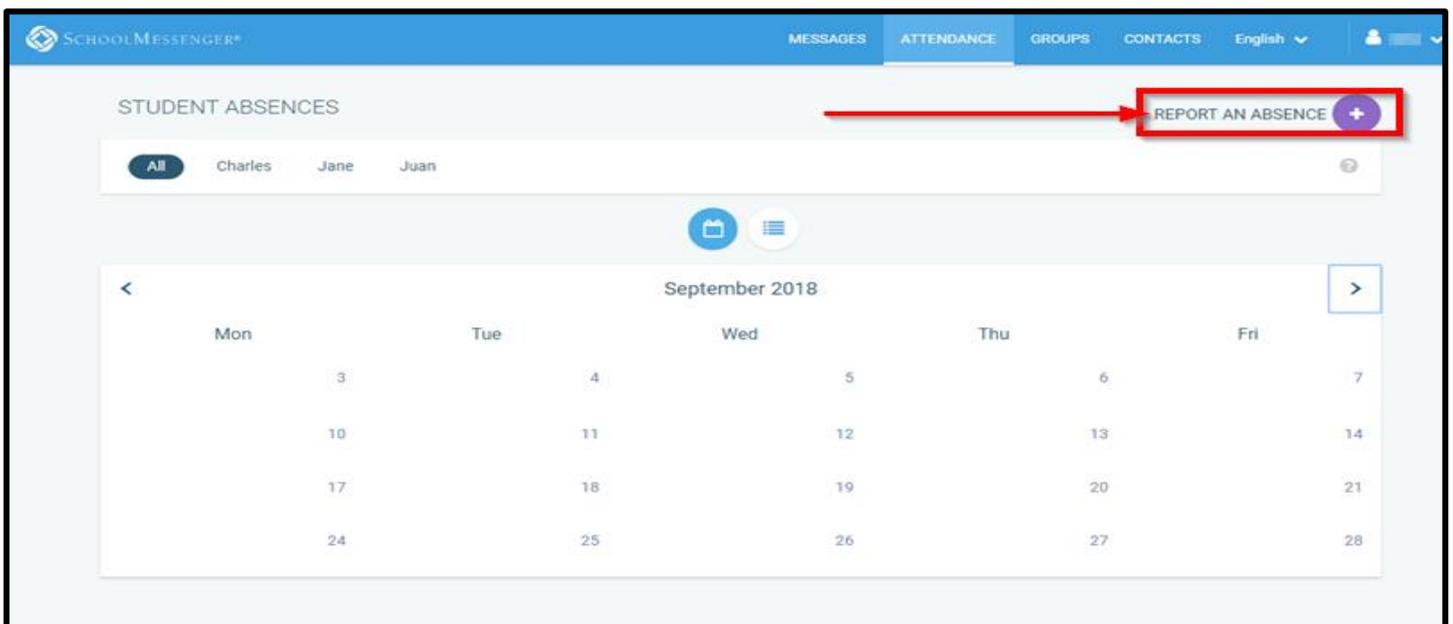| App Store: SchoolMessenger	
Google Play: SchoolMessenger	

Reporting an Absence Online

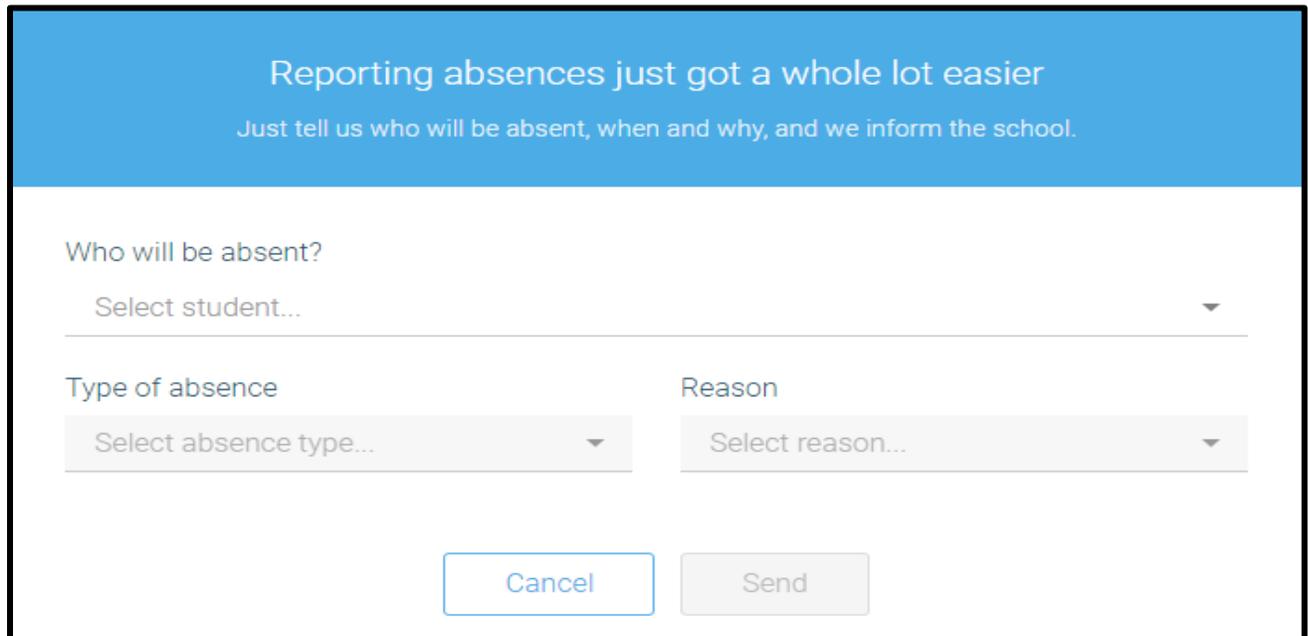1. Navigate to www.tvdsb.ca/schoolmessenger, click **LOG IN.**

2. Click **ATTENDANCE.**

3. Click **REPORT AN ABSENCE.**

4. A) Choose Student

B) Choose Type of Absence – Full Day, Late, Early Departure, Leave & Return or Multiple Day

C) Drop down menu to provide date of absence will appear after the Type of Absence has been selected
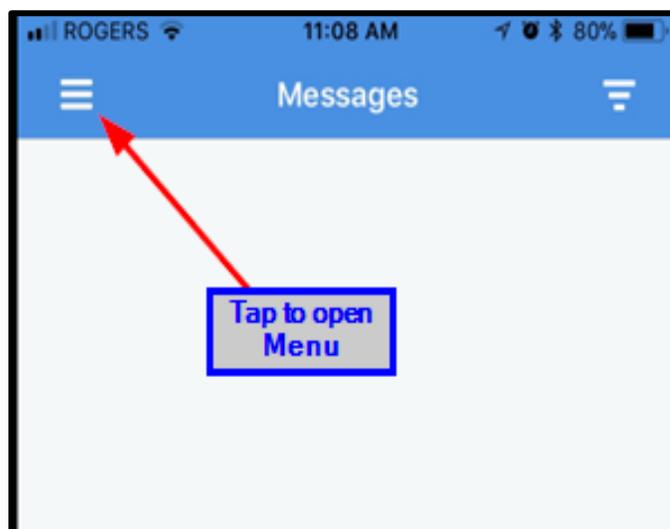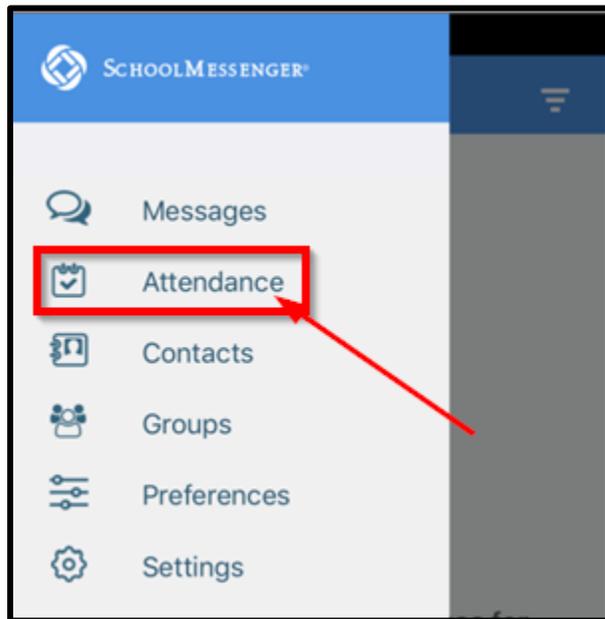
D) Choose Reason

E) Click **Send**

A system generated email will be sent to you confirming the absence reported.

Reporting an Absence using the SchoolMessenger App

1. Open the SchoolMessenger App and log in. The app opens to the 'Messages' page.
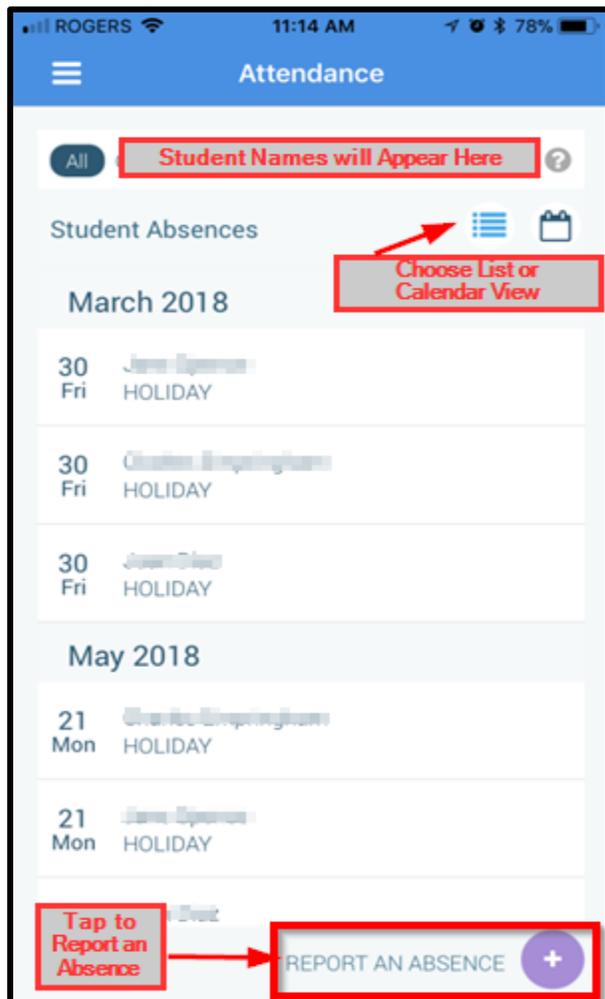Click the top left corner to open the Menu.

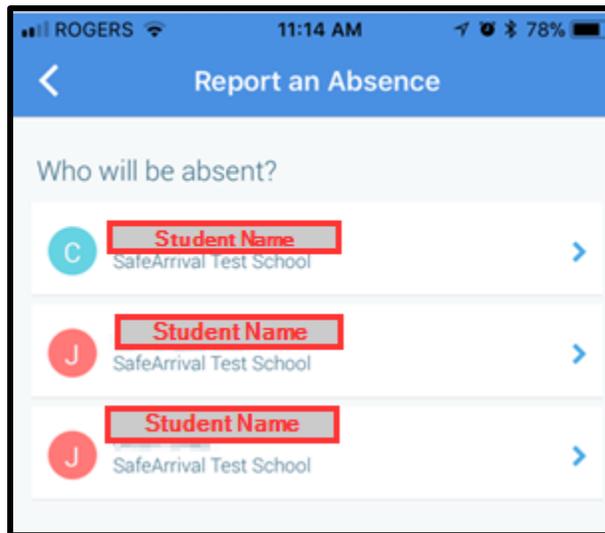2. Tap Attendance to access the attendance area of the app.

3. The Attendance area will show all student names attached to your account as well as a list of all absences that have been reported. You can choose List or Calendar view.
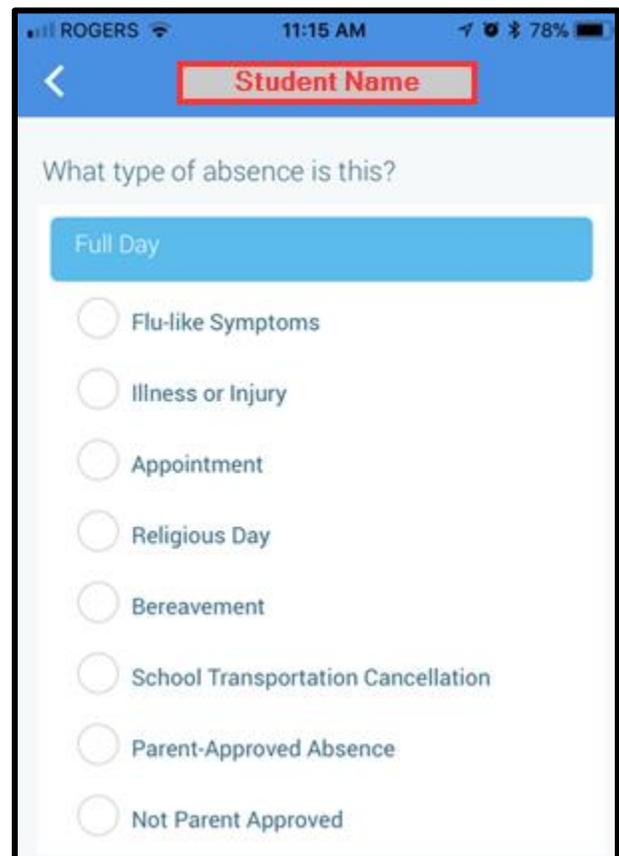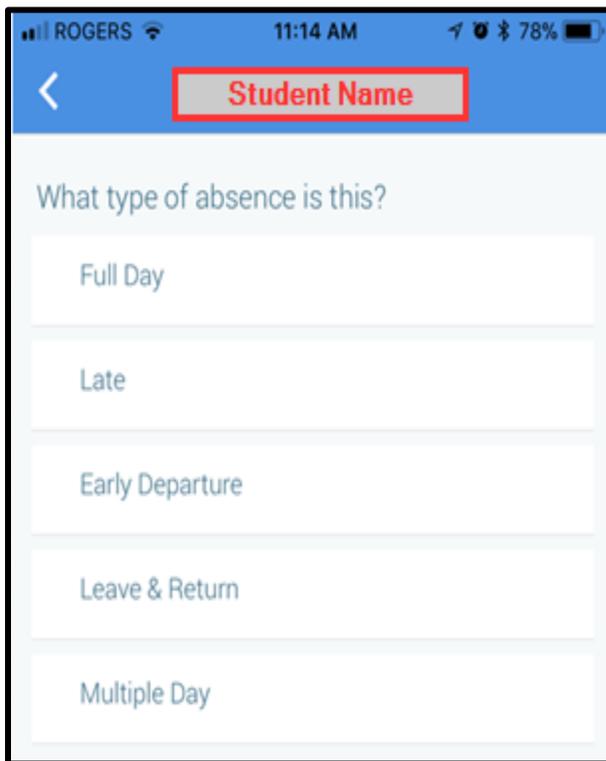
To report an absence, tap **REPORT AN ABSENCE** in the bottom right corner.

4. Select which of your students will be absent.

5. Choose which type of absence you would like to report. A list of reasons will appear based on the type of absence chosen.

6. After selecting the type of absence and the appropriate reason, you will be prompted to enter the date and/or time of the absence. Then tap **SEND.**
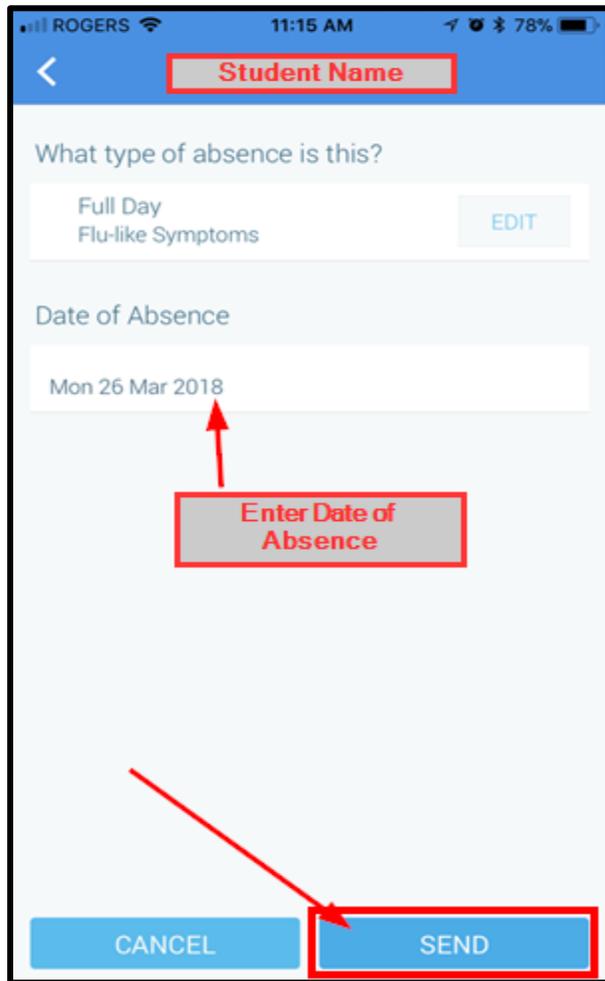
7. After submitting the absence, you will be taken back to the Attendance screen which will show your reported absence. You will also notice a red notification in the top left corner – this indicates that a message has been sent to you confirming the reported absence. The confirmation message is also sent to your email.