

# Education for Life



## Using SchoolMessenger to Report Absences / Early Departures / Late Arrivals

Use any of the following four methods:

1. Log into your SchoolMessenger account: <https://go.schoolmessenger.ca/> Select “Attendance” from the menu at the top-left then click the + symbol beside “Report an Absence.”
2. Log into your PowerSchool account: <https://powerschool.stpauls.mb.ca/public/> Click “SchoolMessenger” at the bottom-left of the navigation menu, select “Attendance” from the menu at the top-left then click the + symbol beside “Report an Absence.”
3. Use the SchoolMessenger App from the App Store or the Google Play Store. The first time you use the app, select Sign Up to create your account. Select “Attendance” from the menu at the top-right and then click the + symbol beside “Report an Absence” at the bottom-right.
4. Call the toll-free number [1-833-566-1229] using the automated phone system.

The above options are available 24 hours/day, 7 days a week. Future absences may be reported at any time. **SchoolMessenger will not allow absences of 3 or more consecutive days to be reported.** In this situation, please call the school at 204-831-2300 to report absences and for further guidance.

Please note that absences reported using SchoolMessenger may not be synchronized with PowerSchool until the daily attendance is reconciled at the end of each school day. Whenever possible, please submit student absences through SchoolMessenger no later than 8:00 a.m. on the date of the absence. Please wait until the following calendar day to contact the school if PowerSchool is not reflecting the absence details you submitted using SchoolMessenger.

### Planned Absences

For planned absences, please submit a Planned Absence Form available at Reception or from the Vice Principal Students.

Thank you for your cooperation in this matter. I hope you will find SchoolMessenger an effective and streamlined method for communicating with St. Paul's High School regarding student absences. Please contact the school, [contact-us@stpauls.mb.ca](mailto:contact-us@stpauls.mb.ca), if you have questions about this process or require assistance signing up for your SchoolMessenger account.