



Mr. B. Condari
Principal

Mrs. S. Pizzuti
Superintendent of Education

November 2017

Dear Parent/Guardian,

At St. Kateri Tekakwitha Catholic Elementary School, one of our greatest priorities is ensuring that all our students arrive safely to school each and every day.

To enhance our existing absence check procedure, St. Kateri Tekakwitha Catholic Elementary School is **implementing** a new, more efficient student absence reporting system starting **November 6, 2017**. This new system will reduce the time it takes to verify student attendance making it easier for you to report your child's absence and easier for staff to respond to unaccounted student absences.

The new absence reporting system that we will be **implementing** with our parent community is called *Safe Arrival*. It will allow parents to report their child's absence quickly and conveniently in one of three ways:

- 1. Parents can call into an automated interactive telephone system via a toll free number (1-844-469-5486) through which absences can be reported.**
- 2. Parents can log into a website, hwc.schoolconnects.com to authenticate their Portal account to report absences.**
- 3. Parents who have authenticated their accounts and have either an iOS or Android device can download an app that can be used to report absences.**

This system is available 24 hours/day, 7 days a week. Future absences can be reported at any time.

We will start using our new absence reporting system on Monday November 6, 2017. On November 1, 2017, parents with email addresses will receive an invitation to log into the Parent Portal and activate their account. ***As of Monday November 6, 2017, all absence reporting should go through the Parent Portal website or the toll free number. Please do not*** contact the school directly to report an absence.

Thank you for your patience and cooperation during this transition period to better ensure the safety of all our children.

Sincerely,

Mr. Condari
Principal