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July 25, 2016

Dear Parent/Guardian,

At the Wapakoneta City Schools, one of our greatest priorities is ensuring that all our students arrive safely to school each and every day. As a part of our safe arrival process, a daily absence check is conducted by office staff and often involves:

- Checking phone messages left by parents regarding sick calls for students
- Phoning parents whose child is absent but no notification has been made to the school
- Recording all absences in the attendance system

This process can be inefficient and time consuming for schools and for parents.

To enhance our existing absence check procedure, the Wapakoneta City Schools is introducing *a new, more efficient* student absence reporting system used by other School Districts. 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.

We will be introducing a new absence reporting system to our parent community, 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 (1-844-305-3754) through which absences can be reported.**
- 2. Parents can log into a website, [wapak.schoolconnects.com](http://wapak.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.

In addition, we will also be introducing an automated notification system to contact parents who have not reported their child absent. The automated notification system will contact parents at multiple contact numbers until one of the designated contacts is reached. If our system is unable to reach a designated contact after 20 minutes, office staff will follow up.

By reporting your child absent in advance using the Safe Arrival toll free number or SafeArrival Portal website/app, you will **NOT** receive a call.

Before August 5, parents with email addresses will receive an invitation to log into the Parent Portal and activate their account. Please take the time to activate your account when you receive the notification. ***As of September 6, 2016, all absence reporting should go through the Parent Portal website or toll free number.*** Please do not contact the school directly to report an absence.

To assist you in using this easy system, we have included a magnet, containing the toll free number and the Parent Portal website that you can keep in a convenient location for quick reference when reporting your child's absence.

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