



Coweta Public Schools

Independent School District Number 17

Gary Ellis, Principal, Coweta High School

December 9, 2015

To the parents of _____

Dear Parent/Guardian,

At Coweta High School, one of our greatest priorities is ensuring that all our students arrive safely to school each and every day. As a part of our current safe arrival process, a daily absence check is conducted manually by office staff.

To enhance our existing absence check procedure, Coweta High School 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.

The new absence reporting system 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 through which absences can be reported.
2. Parents can log into a website, coweta.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.

Once implemented Safe Arrival will be available 24 hours/day, 7 days a week. Future absences can be reported at any time using Safe Arrival.

In addition to Safe Arrival, 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 on your child's absence.

NOTE: By reporting your child absent in advance using the Safe Arrival toll free number or SafeArrival Portal website/app, you will NOT receive an unexcused absence call.

We are planning to begin using the Safe Arrival system in January 2016. Parents will receive an invitation to log into the Parent Portal and activate their account. Once Safe Arrival has begun at your child's school all absence reporting will go through the Parent Portal website or toll free number for your child. Do not contact the school directly to report an absence.

To assist you in using this easy system, magnets are available that contain our Safe Arrival toll free telephone number and the Parent Portal website that you can keep in a convenient location for quick reference when reporting your child's absence. **Parents, you can assist us by letting the school office know if your cell phone number, home phone number or email address has recently changed.**

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

Sincerely,

Gary Ellis, Principal
Coweta High School