SchoolMessenger

Prince of Wales School and HWDSB would like to remind families to use the free SchoolMessenger app or website to notify the school regarding their student's attendance.

Please follow the link to download the free app.

SchoolMessenger

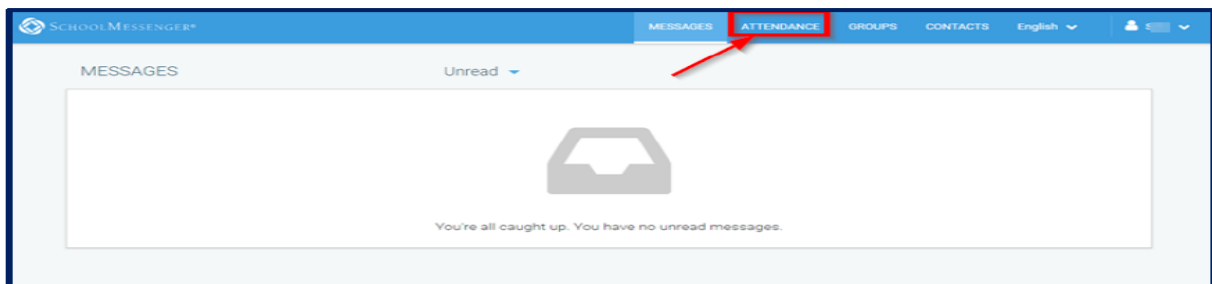Please review the below step by step instructions on how to report an absence.
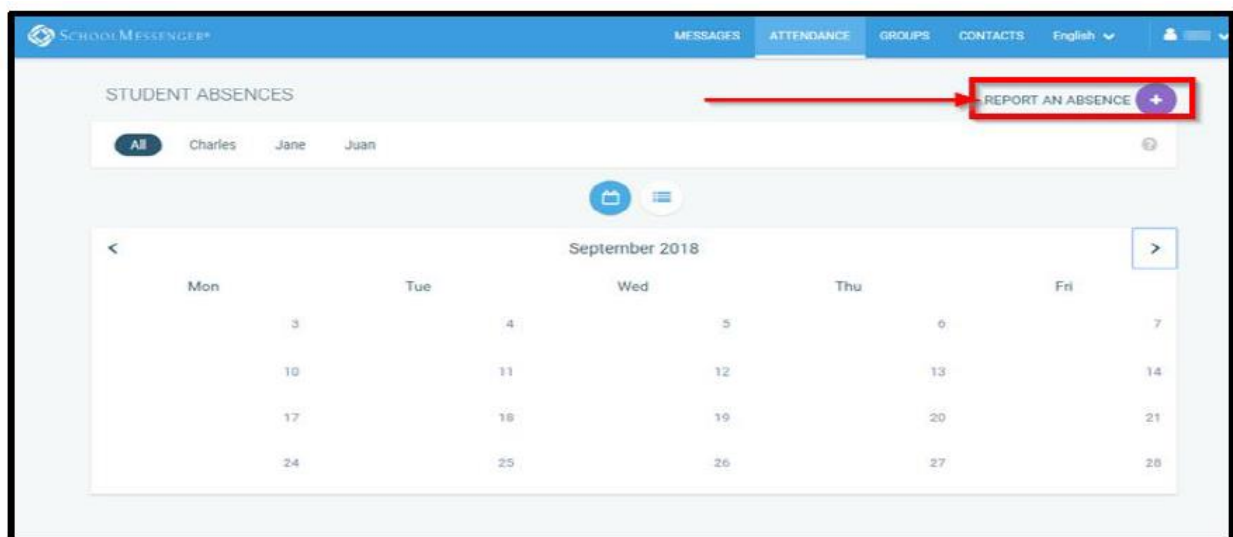
Reporting an Absence Online

1. Navigate to SchoolMessenger, click LOG IN.

1. Click ATTENDANCE.

2. Click REPORT AN ABSENCE.

3. 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
4. E) Click Send

Reporting absences just got a whole lot easier

Just tell us who will be absent, when and why, and we inform the school.

Who will be absent?

Select student...

Type of absence

Select absence type...

Reason
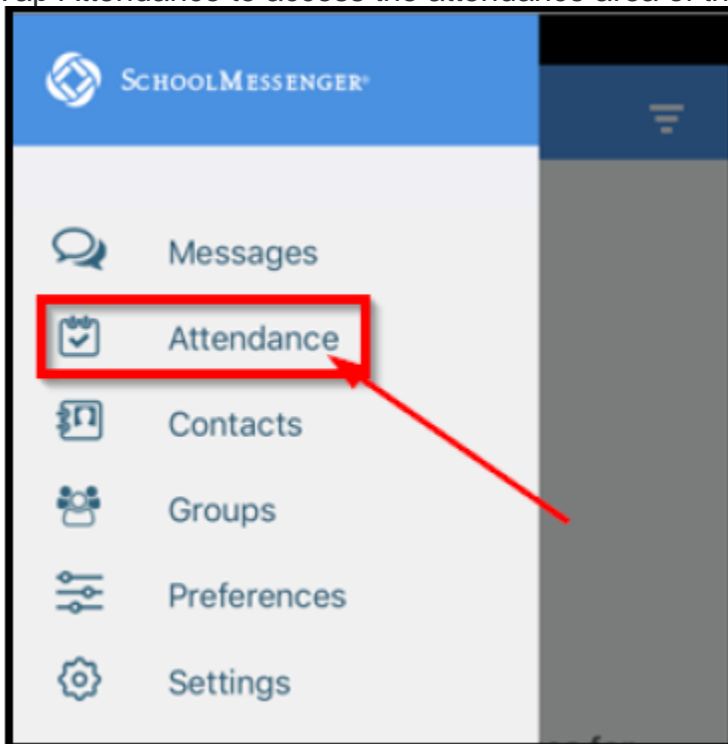
Select reason...

Cancel   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.
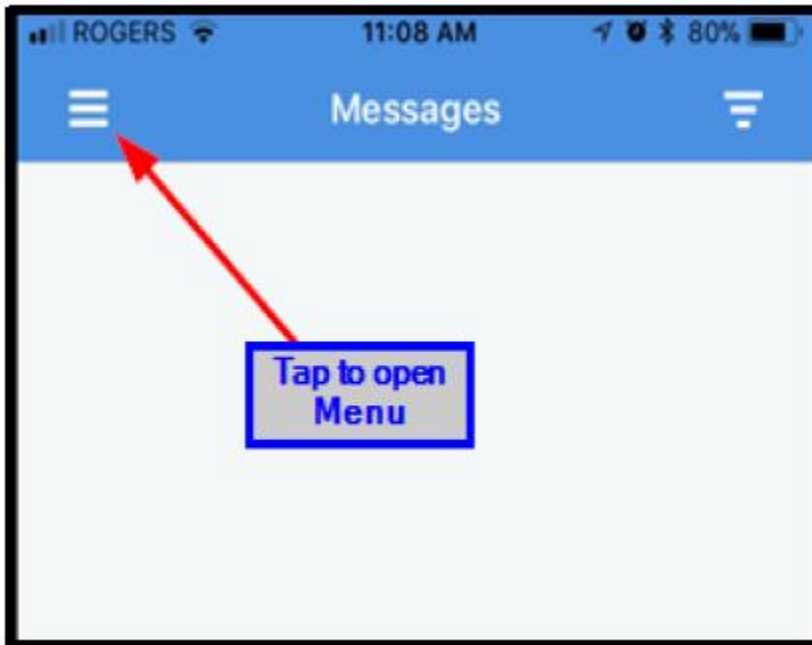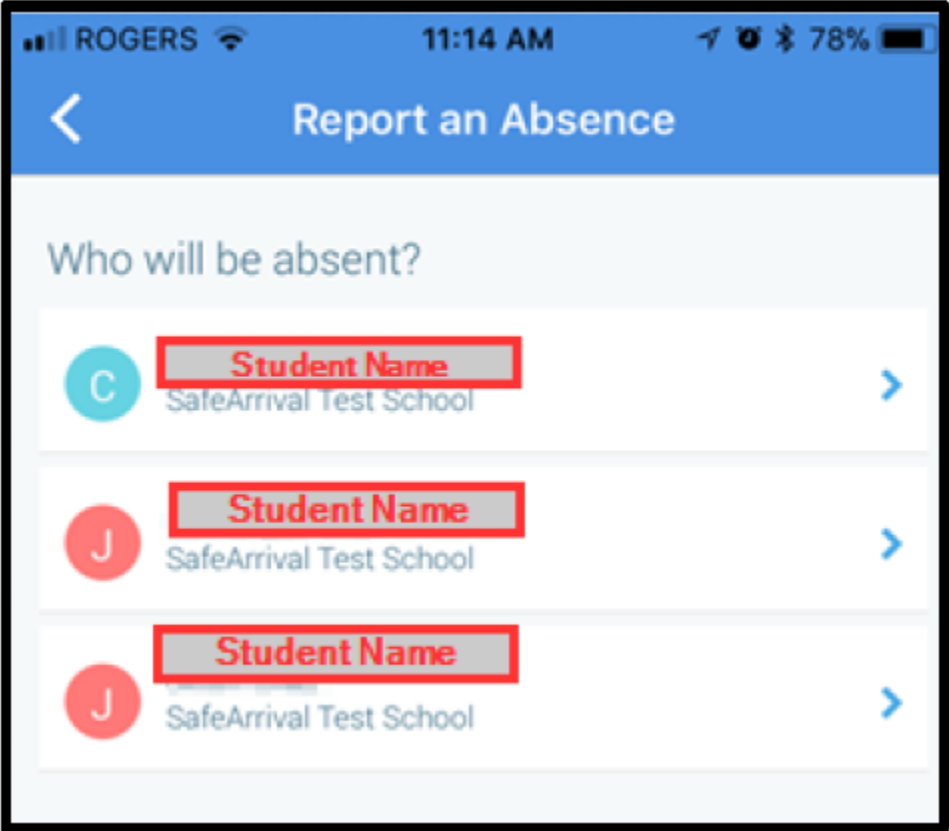

2. Tap Attendance to access the attendance area of the app.

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.
4. You can choose List or Calendar view. To report an absence, tap REPORT AN ABSENCE in the bottom right corner.
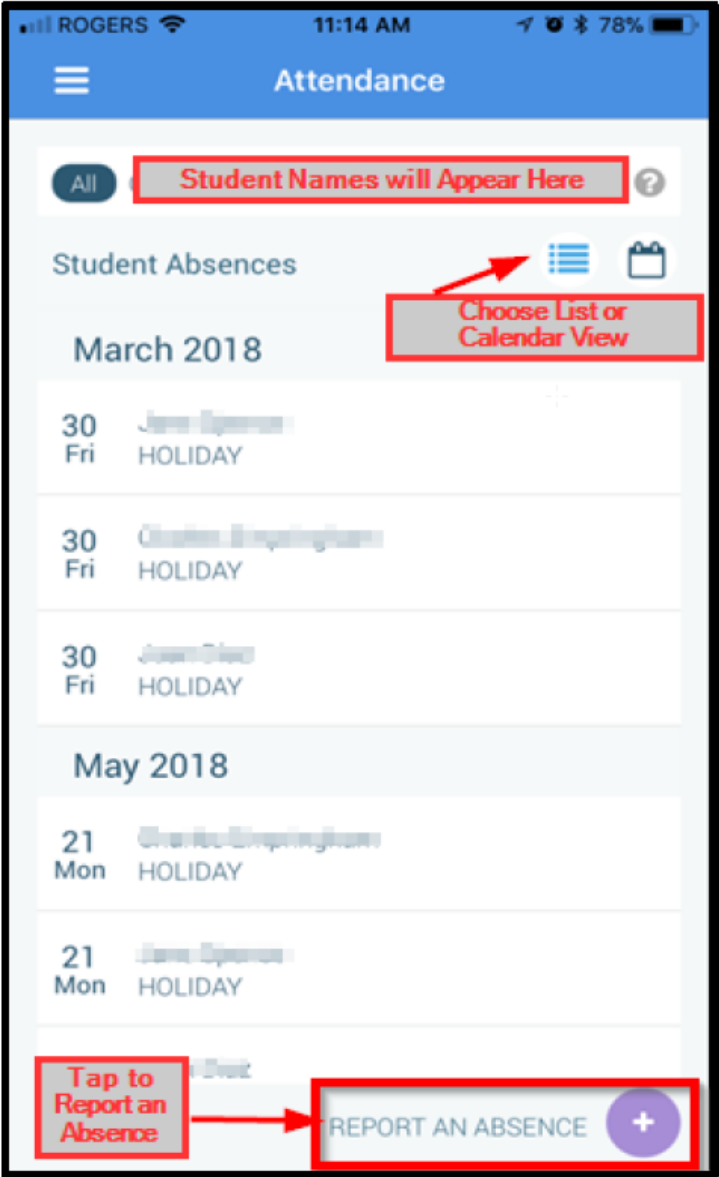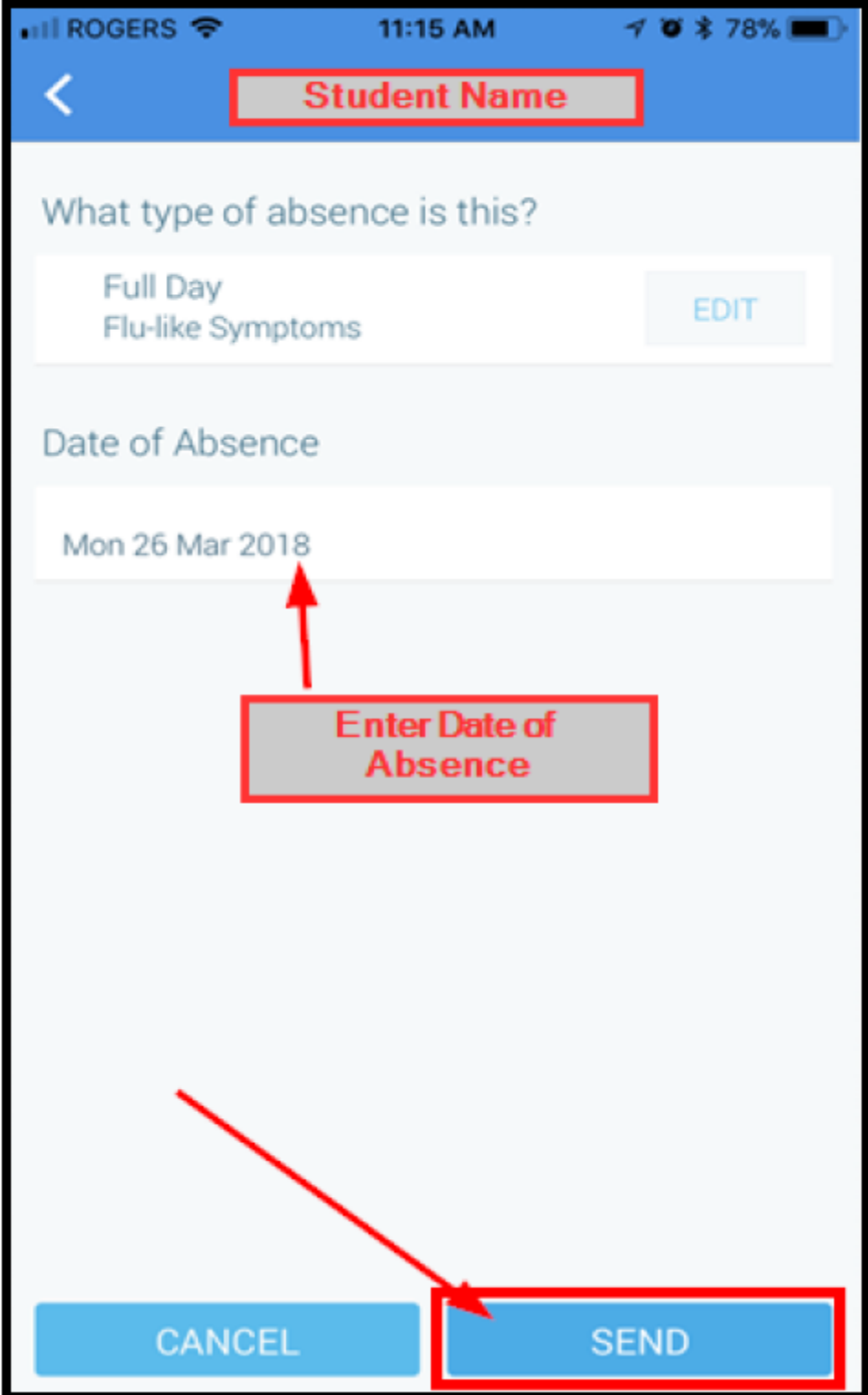
5. Select which of your students will be absent.

6. Choose which type of absence you would like to report. A list of reasons will appear based on the type of absence chosen.
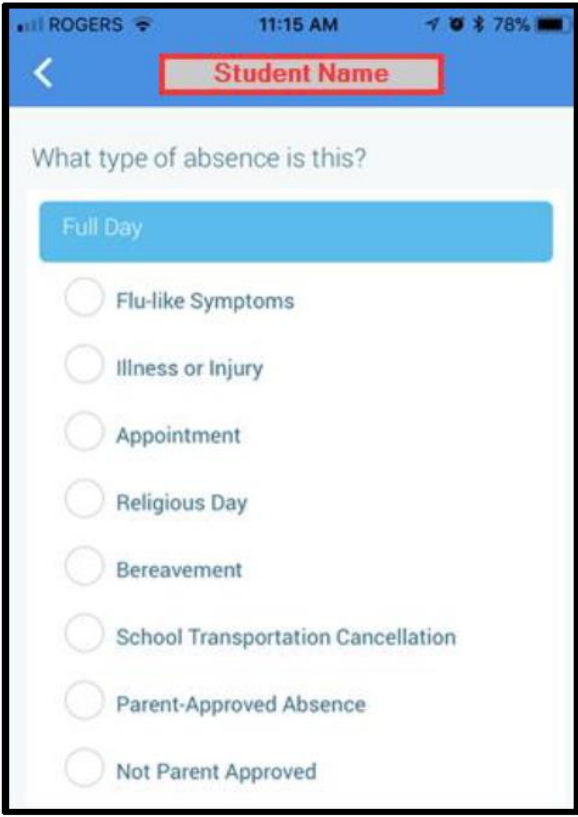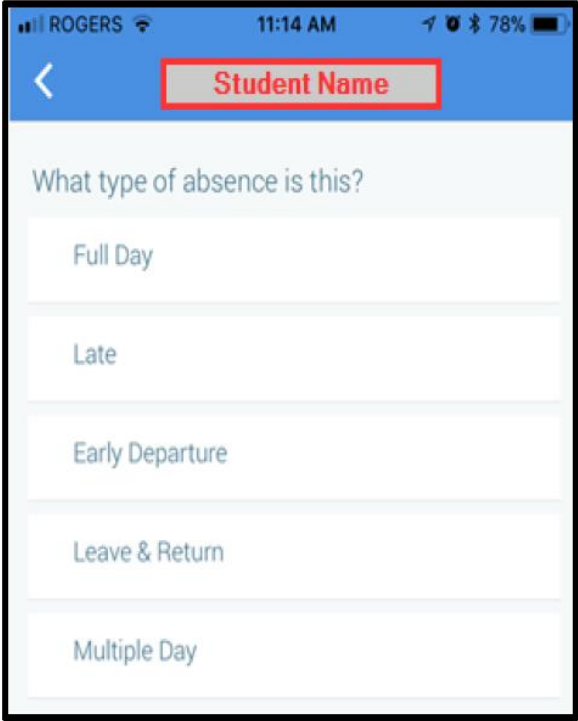
7. After selecting the type of absence and the appropriate reason, you will be prompted to enter the date and/or time of the absence. Then tap SEND.

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.