Student Absence Manager

Overview

This project aims to notify the parents/guardians of secondary school students daily if their child has an unexcused absence or unexcused late arrival from any class period throughout the day. The automated tool developed from this project will send notifications to parents via SMS and email at a specific time each day.

Scope

- The project will only take care of unexcused absences and late arrivals from the secondary schools.
- It will send notifications to the parents/guardians only if it is an unexcused absence or late arrival.
- The process for determining student emergency contacts will be as follows:

Domestic students

- Only contacts with contact level codes 1 and 2 will receive notifications.
- The contacts with PreventAutodialing set to "false" will be removed from the notification list.

International Students

- Contacts with the relationship code "homestay family" have priority; if these are unavailable, then contacts with the contact level code 1 will receive notifications.
- The contacts with PreventAutodialing set to "false" will be removed from the notification list.
- The daily absence data must be uploaded by school clerks through the Parent portal in the specified format before the tool's run time. Absences uploaded after this time will not be considered by the tool.
- The student's emergency contact information will be retrieved from MyEd daily as part of the nightly data import.

Workflow

- Data sources
 - The daily absence data uploaded by the school clerks from the portal.
 - The student's emergency contact information will be retrieved from MyEd
- The automated job will run at a specific time daily, identifying the recipients for absence notifications and sending them.

Sample Notifications

• Email:

Dear Parent,

This is to inform you that the Adebahr, Owen was absent from Maple Ridge Secondary on 06/19/2025 for the following periods:

Period	Course	Teacher
1	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	Ristea, Alex

School District No. 42 Maple Ridge - Pitt Meadows 22225 Brown Ave. Maple Ridge, B.C. V2X 8N6 604.463.4200 www.sd42.ca

SMS:

Unexcused Absence:

 Test, Student was absent from Maple Ridge Secondary on 06/19/2025 for the following periods: 1 - MFMP-10-06: Test, Teacher

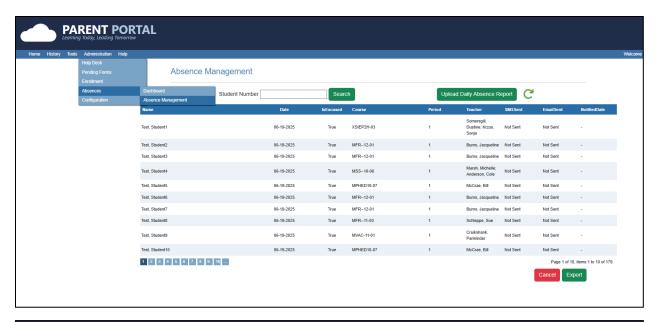
Unexcused Late

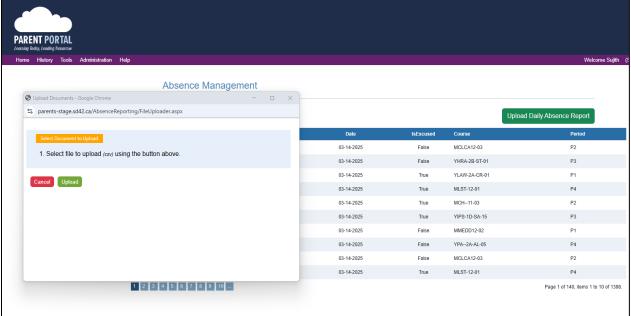
 Test, Student arrived Late unexcused at Maple Ridge Secondary on 06/11/2025 for the following periods: AM1 - MFOOD11-AM-01: Test, Teacher

Attendance upload option in the Parent Portal for Clerks

Administration→Absences→Absence Management

The school clerks will be able to access the 'Absence Management' menu option in the Parent Portal, from which they can upload the daily attendance report downloaded from MyEd and see the uploaded data and notification status on the screen.





Downloading the MyEd Attendance Extract for upload to the Parent portal

In MyEd, navigate to School View > Attendance TT > Class History ST

Filter: Today

Fieldset: SD42 - Fieldset for Autodialer

Use the printer icon to download the data as CSV.

