

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.

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Home History Tools Administration Help

Welcome

Help Desk
Pending Forms
Enrollment
Absences
Configuration

Absence Management

Student Number Search

Upload Daily Absence Report

Name	Date	IsExcused	Course	Period	Teacher	SMS Sent	Email Sent	NotifiedDate
Test_Student1	06-19-2025	True	XSIEP2H-03	1	Somersgill, Durline, KZbus, Sonja	Not Sent	Not Sent	-
Test_Student2	06-19-2025	True	MFR--12-01	1	Burns, Jacqueline	Not Sent	Not Sent	-
Test_Student3	06-19-2025	True	MFR--12-01	1	Burns, Jacqueline	Not Sent	Not Sent	-
Test_Student4	06-19-2025	True	MSS--10-06	1	Marsh, Michelle; Anderson, Cole	Not Sent	Not Sent	-
Test_Student5	06-19-2025	True	MPHED10-07	1	McCrae, Bill	Not Sent	Not Sent	-
Test_Student6	06-19-2025	True	MFR--12-01	1	Burns, Jacqueline	Not Sent	Not Sent	-
Test_Student7	06-19-2025	True	MFR--12-01	1	Burns, Jacqueline	Not Sent	Not Sent	-
Test_Student8	06-19-2025	True	MFR--11-03	1	Schlegge, Sue	Not Sent	Not Sent	-
Test_Student9	06-19-2025	True	MVAC-11-01	1	Cruikshank, Pamander	Not Sent	Not Sent	-
Test_Student10	06-19-2025	True	MPHED10-07	1	McCrae, Bill	Not Sent	Not Sent	-

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Cancel Export

PARENT PORTAL
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Home History Tools Administration Help

Welcome Sujith

Absence Management

Upload Daily Absence Report

Upload Documents - Google Chrome

parents-stage.sd42.ca/AbsenceReporting/FileUploader.aspx

Select Document to Upload

1. Select file to upload (.csv) using the button above.

Cancel Upload

Date	IsExcused	Course	Period
03-14-2025	False	MCLCA12-03	P2
03-14-2025	False	YHRA-2B-ST-01	P3
03-14-2025	True	YLAW-2A-CR-01	P1
03-14-2025	True	MLST-12-01	P4
03-14-2025	True	MCH--11-03	P2
03-14-2025	True	YIPS-1D-SA-15	P3
03-14-2025	False	MMEDD12-02	P1
03-14-2025	False	YPA--2A-AL-05	P4
03-14-2025	False	MCLCA12-03	P2
03-14-2025	True	MLST-12-01	P4

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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.

Class Attendance History

Daily Office

Daily Roster

Daily Batch

Daily History

Daily Summary

Class Office

Class Roster

Class Trends

Class History Details

Options ▾

Reports ▾

Help ▾

Search on Date



a-z



1:4/14/2025 | 10



Usual Name

Pupil #

Name

Date



Create Quick Report...

Web Page (HTML)

TXT

CSV

Microsoft Word (DOC)