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Dear Parents and Caregivers,

Subject: Absence Reporting

We are in the process of streamlining communications with parents, students and staff through refreshing the **SchoolBridge sign in/app**. It is here that we hope to create a 'hub' where each of our user groups can easily locate information necessary for doing life at BC. This includes information stored in Kamar, such as timetables and awards, for your students at Primary, Secondary and/or Chapman. We are beginning with absence reporting on the Parent/Caregiver sign in.

You can access SchoolBridge through the BC website by clicking on 'Sign In' in the top right corner or by downloading the SchoolBridge app to your device (white background with an orange arch).



To sign in

1. Choose your account: Parent/Caregiver
2. Sign in: Use one of the following accounts with your email address listed with BC (Apple, FB, Google, Microsoft, Yahoo, Zoho - you must know email address and password) or request a Magic Sign-In for a code.

To report an absence

3. Select Profile: You can choose which child you would like to report an absence for in top right corner.
4. Report Absence: Click on 'Report Absence'
5. Absence Type: The following pages vary depending on if you log in to SchoolBridge via app or website.
 - a. App
 - i. Click on 'Report Absence'
 - ii. Click on absence type: Late, Sick/Illness/Medical, Doctor/Dentist, Appointment, Bereavement, Other (use for holidays/extended leave), and Exit Pass (use for other than listed types that student needs to leave school during day)
 - iii. Policy and Procedure for absence type is displayed. Click 'Continue'.
 - iv. Select Absence Date(s)
 - v. Provide Absence Reason
 - vi. Acknowledge Authority: click 'Yes'
 - b. Website
 - i. Pop up 'Report Absence' appears
 - ii. Select Absence Type from drop-down menu
 - iii. Select Absence Date(s)
 - iv. Provide Absence Reason
 - v. Acknowledge Authority: check box confirming authority to report absence
 - vi. Press Submit
6. Confirmation
 - a. A pop-up confirms your submission
 - b. A notice is included in your SchoolBridge 'Caregiver Notifications'
 - c. An email is sent to the parent/caregiver emails listed for your student confirm the absence request.

It is our hope that the use of Absence Reporting via SchoolBridge will make it easier for you to communicate with the school about your student's absences and help to streamline the communication process for staff. If you are able to use SchoolBridge as your primary method of notifying the Office, we would greatly appreciate this. Thank you for your help in this process.

Your sincerely,

LARNE EDMANDES
BETHLEHEM COLLEGE PRINCIPAL