

## HARRISON SCHOOL SMS PARENT NOTIFICATION INFORMATION

Harrison School is now utilising the SMS absence and late arrival system through the new School Administration System to send all absence and late arrival notifications to parents via SMS.

One of the major changes of this system is that you will no longer receive an absence notification email. When you reply via SMS with an explanation as to the student's absence it is automatically recorded in the School Administration System. The other change is that if you have more than one student away you will receive an SMS notification for each student. When this is the case you will need to respond to each SMS individually with the student's full name so the automatic recording can happen for each child.

We will also be using this system to notify parents of students arriving late to school. We ask that you respond to these SMS notifications individually with the student's full name and an explanation as to why the student was late to school.

For you to receive these important notifications it is essential that the school has a current mobile contact number. If you wish to update your details, please email [info@harrison.act.edu.au](mailto:info@harrison.act.edu.au)  
Subject Matter: SMS details.

The Harrison School Absence email address will remain active for parents to use if students are away for the day or a period of time, arriving late at school for any reason e.g. due to an appointment, or for students who are being collected early from school. Please do not use the info@harrison email address. Please include your child's **FIRST AND LAST NAME** and **CLASS**. If you are unable to email a student absence or late arrival please contact the school on 6142 2200. This will assist us in recording student attendance and prevent unnecessary SMS notifications

Thank you for your support.