



# **SafeArrival Comments and Attachments Guide**

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## Introduction

With the Comments and Attachments features in SafeArrival, guardians can be given the option to add a comment or an attachment when reporting an absence for their child. These features are expected to eventually be enabled for all clients, but they are currently disabled by default. They can, however, be enabled on a per district basis.

## Comments on Reported Absences

Once the Comments feature has been enabled for a client, guardians will have the ability to make comments when explaining an absence.

Unexplained Absence
English ▾

Please provide an explanation for the following absence

Wednesday, June 23

**Juan Arthur** - Adams Elementary School

Please enter the PIN code ⋮

---

Select absence type ▾

---

Select reason for absence ▾

---

Comment here

[Add attachment](#)

I'm not a robot
 

reCAPTCHA  
Privacy - Terms

If you were unaware of the above absence, please contact the school for more information.

Send

**Note:** The **Comment** field is optional and thus a comment is not required for submitting an absence.

If a comment was made it will be visible to school staff when they view the absence on their Dashboard page.

Explained absences (2 total) LIST VIEW | TIMELINE VIEW

ALL ABSENCE TYPES  Search Reset

STUDENT ^	GRADE	HOME ROOM	MARK TIME	ABSENCE TYPE	START	END	REPORTED	REPORTED VIA	
Li, Jack01 M01	G1-18	H1-23	Mar 12, 2021 9:30 AM	Full Day Personal or Other Reason	Mar 12		Mar 12, 12:27 AM Staff: mderouin	Staff Web	
Li, Jack03 M03	G3-A	H3-A	Mar 12, 2021 9:30 AM	Full Day Appointment	Mar 12		Mar 12, 12:24 AM	Web Link	

*Comment: Go to the zoo to play one day!!*

*Comment: See a doctor.*

If you click on the absence, the comment will also be displayed in the pop-up modal.

Smith1, Student1
×

(1)

[Edit](#)

**Grade** G1-3

**Home Room** H1-3

**Absence Type** Full Day

**Reason** Vacation

**Date** Jan 14

**Comment** Take a trip to New York.

**Attachment** test1.jpg

**Reported at** Jan 14, 9:07 AM

**Reported by** Staff: Jack Miller

Staff will also be able to view the comments on the Attendance page. If the absence has a comment, it will be listed in a line under the student's name.

Jan 18, 2021: 7 ABSENCE(S)

STUDENT ^	GRADE	HOME ROOM	MARK TIME	ABSENCE TYPE	START	END	REPORTED	REPORTED VIA	ACTIONS
Smith1, Student1 1	G1-3	H1-3	Jan 18, 2021 9:00 AM 1	Full Day Vacation	Jan 18, 2021		Jan 18, 9:19 AM test94@example.com	Guardian Web	
<i>Comment: Take a trip to New York.</i>									
Smith2, Student2 2	G2-3	H2-3	Jan 18, 2021 9:00 AM 1	Full Day Parent Excused	Jan 18, 2021		Jan 18, 9:34 AM Staff: Jack Miller	Staff Web	
<i>Comment: Some problems at home.</i>									
Smith3, Student3 3	G3-3	H3-3	Jan 18, 2021 9:00 AM 1	Full Day Vacation	Jan 18, 2021		Jan 18, 9:30 AM test92@example.com	Guardian Web	
Smith4, Student4 4	G4	H4	Dec 21, 2020 9:00 AM 1						
Smith4, Student4 4	G4	H4	Jan 18, 2021 9:00 AM 1						
Smith5, Student5 5	G5	H5	Jan 18, 2021 9:00 AM 1						
Smith6, Student6 6	G6	H6		Full Day Parent Excused	Jan 18, 2021		Jan 18, 9:26 AM Staff: Jack Miller	Staff Web	

Any comments will also be listed when viewing an Absence Report.

### SafeArrival Report

The notification process was stopped prematurely by staff.

Unexplained Absences: 4  
 Explained Absences: 6  
 Discrepancies: 2

#### Unexplained Absences

ID	Grade	Hm Rm	Student Name	Marked Time	Contact	Type	To	Attempts	Last Attempt	Result
10	G10	H10	Smith10, Student10	Jan 19, 9:30 AM 1						
7	G7	H7	Smith7, Student7	Jan 19, 9:30 AM 1						
8	G8	H8	Smith8, Student8	Jan 19, 9:30 AM 1						
9	G9	H9	Smith9, Student9	Jan 19, 9:30 AM 1						

For notifications completed within the last couple of minutes, please see the SafeArrival HOME page for the most up-to-date notification history.

#### Explained Absences

ID	Grade	Hm Rm	Student Name	Type	Start/End	Leave	Arrival	Reason	Reported By	Reported Time	Report Via
1	G1-3	H1-3	Smith1, Student1	FD	Jan 19			Vacation	test106@example.com	Jan 19, 9:22 AM	Guardian Web
Comment: Take a trip to New York.											
2	G2-3	H2-3	Smith2, Student2	FD	Jan 19			Parent Excused	test105@example.com	Jan 19, 9:23 AM	Guardian Web
Comment: Some problems at home.											
3	G3-3	H3-3	Smith3, Student3	LA	Jan 19		10:00 AM	Tardy	Staff: Jack Miller	Jan 19, 9:25 AM	Staff Web
Comment: Sick leave at morning.											
4	G4	H4	Smith4, Student4	FD	Jan 19			In School Suspension	Staff: Jack Miller	Jan 19, 9:29 AM	Staff Web
5	G5	H5	Smith5, Student5	FD	Jan 19			In School Suspension	Staff: Jack Miller	Jan 19, 11:17 AM	Staff Web
6	G6	H6	Smith6, Student6	FD	Jan 19			Parent Excused	Staff: Jack Miller	Jan 19, 9:17 AM	Staff Web
Comment: Society activity.											

Absence Types: MD - Multiple Day, FD - Full Day, LA - Late, ED - Early Departure, LR - Leave & Return  
Burlington Central Elementary

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\*: ATTENTION REQUIRED.  
 Jan 19, 2021 3:22 PM

## Attachments on Reported Absences

Once the Attachments feature has been enabled for a client, guardians will have the ability to add an attachment when explaining an absence.

Unexplained Absence
English ▾

Please provide an explanation for the following absence

Wednesday, June 23

**Juan Arthur** - Adams Elementary School

Please enter the PIN code ⋮

---

Select absence type ▾

---

Select reason for absence ▾

---


Comment here

---

Add attachment

---

I'm not a robot
 

  
 reCAPTCHA  
Privacy · Terms

If you were unaware of the above absence, please contact the school for more information.

Send

**Note:** The **Attachment** field is optional and thus an attachment is not required for submitting an absence.

The attachment can be accessed from the Dashboard page.

Explained absences (1 total)									LIST VIEW   TIMELINE VIEW
ALL ABSENCE TYPES ▾									<input style="width: 100px;" type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
STUDENT ^	GRADE	HOME ROOM	MARK TIME	ABSENCE TYPE	START	END	REPORTED	REPORTED VIA	
Gene, Eric STU-05	G05	H05	Jun 25, 2021 9:35 AM	Full Day Illness or Injury	Jun 25		Jun 25, 7:41 AM	Web Link	

The attachment will also be available when you open the absence.

**Gene, Eric**  
 (STU-05) ✕

[Notification History](#) | [Edit](#)

**Grade** G05

**Home Room** H05

**Absence Type** Full Day

**Reason** Illness or Injury

**Date** Jun 25

**Attachment**

**Reported at** Jun 25, 7:41 AM

**Reported by**

Staff will also be able to view the attachments on the Attendance page. If the absence has an attachment, the icon will appear under the **Actions** column.

Jan 18, 2021: 7 ABSENCE(S)										
STUDENT ^	GRADE	HOME ROOM	MARK TIME	ABSENCE TYPE	START	END	REPORTED	REPORTED VIA	ACTIONS	
Smith1, Student1 1 <small>Comment: Take a trip to New York.</small>	G1-3	H1-3	Jan 18, 2021 9:00 AM 1	Full Day Vacation	Jan 18, 2021		Jan 18, 9:19 AM test94@example.com	Guardian Web		
Smith2, Student2 2 <small>Comment: Some problems at home.</small>	G2-3	H2-3	Jan 18, 2021 9:00 AM 1	Full Day Parent Excused	Jan 18, 2021		Jan 18, 9:34 AM Staff: Jack Miller	Staff Web		
Smith3, Student3 3	G3-3	H3-3	Jan 18, 2021 9:00 AM 1	Full Day Vacation	Jan 18, 2021		Jan 18, 9:30 AM test92@example.com	Guardian Web		
Smith4, Student4 4	G4	H4	Dec 21, 2020 9:00 AM 1							

Any attachments will also be listed when viewing an Absence Report. Absences with attachments will be designated with a icon.

Reported Absences											
ID	Grade	Hm Rm	Student Name	Type	Start/End	Leave	Arrival	Reason	Reported By	Reported Time	Report Via
3	G3	H3	Smith3, Student3	LA	Feb 05		10:00 AM	Tardy		Feb 5, 1:47 PM	Web Link
2	G2	H2	Smith2, Student2	FD	Feb 05			Parent Excused		Feb 5, 1:48 PM	Web Link
1	G1	H1	Smith1, Student1	FD	Feb 05			Vacation	test@test.com	Feb 5, 1:54 PM	Guardian Web
11	G1	H1	Smith11, Student11	FD	Feb 05			Vacation	teresa@test.com	Feb 5, 2:16 PM	Guardian Web
<small>Take a trip to New York.</small>											
4	G4	H4	Smith4, Student4	FD	Feb 05			Vacation	test@test.com	Feb 5, 2:17 PM	Guardian Web
<small>Test comment for student 4.</small>											
5	G5	H5	Smith5, Student5	FD	Feb 05			In School Suspension	Staff: Jack Miller	Feb 5, 5:18 PM	Staff Web
6	G6	H6	Smith6, Student6	FD	Feb 05			Vacation	test@test.com	Feb 5, 5:19 PM	Guardian Web

Absence Types: MD - Multiple Day, FD - Full Day, LA - Late, ED - Early Departure, LR - Leave & Return

**Burlington Central Elementary**

: Contains attachment.