Data Required For SMS/Email Absences Program

Dear Parent/Guardian,

At Lanyon High we are constantly striving to provide a safe environment for our students. Later this year, the school will be implementing a new program to support our record keeping of student attendance. Our good news is that the school will be introducing an SMS/Email program that allows us to notify parents/guardians of their student’s unexplained absences each morning.

This SMS system notifies parents/guardians of student absences more quickly than the current system and will help us work with parents to manage student attendance more effectively. An SMS message together with an email will be sent to the mobile phone number or email address provided by the parent/guardian when the student is recorded as absent in the morning. If you do not wish to receive notifications from the school, please advise us by e-mail or by writing a note on the return slip below.

To ensure the successful implementation of this program, we need to ensure we have up-to-date contact details for all students, including:

- student’s name
- contact person’s name
- *mobile phone contact number (most essential)*
- email address (preferably an e-mail address that is accessed daily)

This will allow us to send information to you regarding your student’s absences. In addition, these contacts may be used for other school notification, e.g. Parent-Teacher Evening reminders or special events/excursions.

Please forward the required details to the email address below or by completing the slip below and returning it to the Front Office as soon as possible or at the latest by Friday 16\textsuperscript{th} May.

Email address: smsdetails@lanyonhs.act.edu.au

Lanyon High is hoping to have this system implemented later in term 2 and your assistance in providing the most accurate contact information is appreciated.

Should you have any queries regarding this new system, please don’t hesitate to contact Johanna Davies or Ben Davies on 6205 7676

Jeanine Catton
Principal

Please detach and return to the Front Office by Friday 16\textsuperscript{th} May

Required Information:

<table>
<thead>
<tr>
<th>Student’s Name</th>
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<tbody>
<tr>
<td>Contact Name</td>
<td></td>
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<tr>
<td>Contact’s Mobile Phone for SMS</td>
<td></td>
</tr>
<tr>
<td>Contact’s E-mail Address</td>
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</tbody>
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Signature………………………………………………………………………………………………………………..