

Reporting Your Child's Absence by Phone: Quick Tips for Families



You can now report your child as late or absent using our automated telephone reporting tool.

Please note: for safety purposes, iNFORM will use the phone number you have provided to the office to verify the caller. Please ensure that your school has the correct phone number on file.

To report your child's late/absence by phone:

1. Call the school **before 8:45 AM** at the EVS your child is enrolled at:
 - **905-266-0058** (EVS 1, West)
 - **289-340-0037** (EVS 2, North)
 - **905-350-0003** (EVS 3, East)
 - **905-918-2578** (EVS 4, Central)
2. If you are calling from a number that you have not provided to the school, you will be prompted to enter the cell or home phone number that you have provided to the school.
3. Please enter the appropriate absence code and follow the appropriate prompts.
 - 1-Absent Today
 - 2-Late Today
 - 3-Absent Tomorrow
 - 4-Late Tomorrow
 - 5-Future Absence (also includes reporting multiple day absences)
4. **Please wait to press 1** when prompted to submit the late or absence to the school. If you have made an error, you can press 2 to go back.
5. Use the provided prompts to enter the reason for the absence.

Reasons for Absence:	Reasons for Lates:
1. Illness. There will be further prompts for type of illness: 1-stomach illness, 2-respiratory illness, 3-other illness.	1. Appointment
2. COVID-19 Self Isolation	2. Illness
3. COVID-19 Confirmed Case	3. Weather
4. Medical Appointment	4. Missed Bus
5. Bad Weather/Bus Cancellation	5. Parent Approved Late Arrival
6. Approved Absence	
7. Bereavement	
8. Religious Holiday	
6. If you have another student in this school to report, wait until the end of the confirmation and select 1 for reporting another student absent or late.

A confirmation email will be sent to all parents/guardians who have access to the student's records.

If you are reporting an absence for the day after 8:45 AM:

If you have not reported an absence, and it is after bell time, you can:

1. Use Edsby to report a planned absence online.
2. Email the school at:

Elementary.vs1.attendance@yrdsb.ca (EVS 1, West)

Elementary.vs2.attendance@yrdsb.ca (EVS 2, North)

Elementary.vs3.attendance@yrdsb.ca (EVS 3, East)

Elementary.vs4.attendance@yrdsb.ca (EVS 4, Central)

with the 1) full student name, 2) grade and 3) date of birth.

3. Wait for the outgoing call from the iNFORM system and answer the prompts to verify the absence.

Note: You may use the system to report absences/lates for tomorrow or a future date at any time.

If your child has been marked late or absent and you have not reported it, you will receive an automated phone call shortly after the bell time notifying you. You will be prompted to verify whether or not you are aware of the absence.

When you answer this call, you will be provided with the first name and grade of your child and ask you to:

- Press 1 if you are aware of this absence/late. You will be asked to report the reason for the absence using the codes above.
- Press 2: if you are unaware of the absence.*

Important: *Please note that if you have pressed 2 (unaware) by mistake, please email the school at one of the above email address. The school will start their Safe Arrival procedure on these absences.