Parent/Guardian Account Creation

The Grande Prairie Public School Division is introducing an easy method for legal parents and guardians to report their child's absences using SchoolMessenger.

Once you have created your SchoolMessenger account (Click here) you can report your child's absences, on the app, the website or by phone. The app and the website use the same login information.
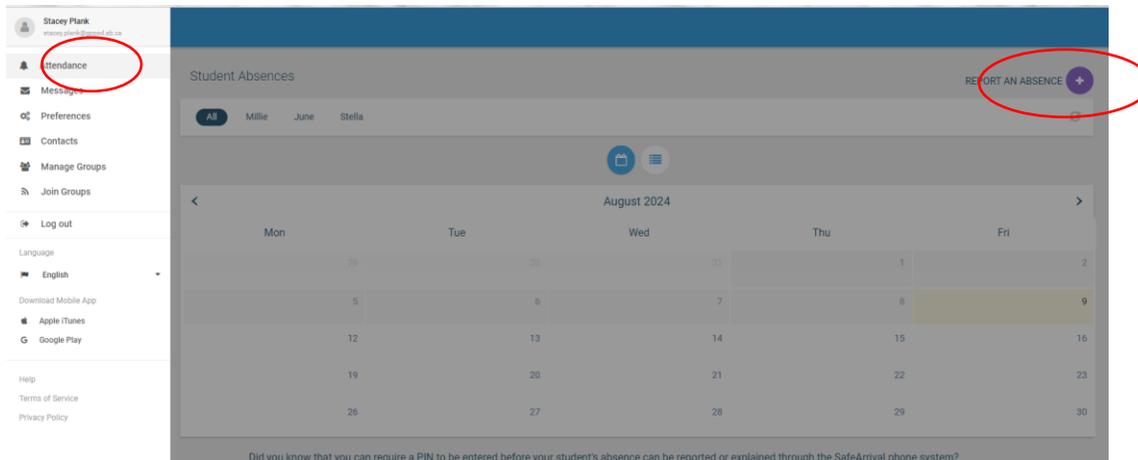
Navigate to https://go.schoolmessenger.ca/#/home

Click Log in at the top right corner of the webpage

Log in to your account

Click the menu on the top left corner of the webpage.

Click on Attendance on the left and then click on REPORT AN ABSENCE on the right side.
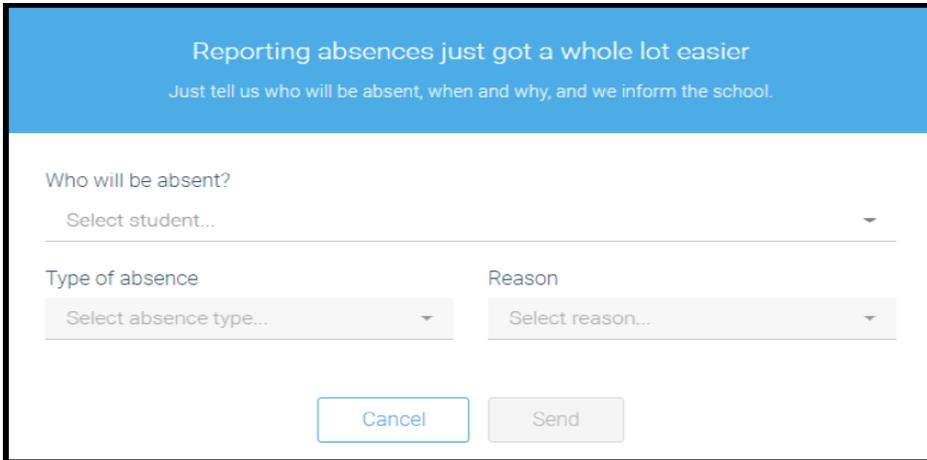
Select the student from the drop down list
Choose type of absence from the drop down list
Drop down menu to provide date of absence will appear after the Type of Absence has been selected
Choose reason from the drop down menu
Click send.

A system generated email will be sent to you confirming the absence reported.

To ensure that a student is not able to report their own absences you are able to set a PIN that must be entered to report an absence. To set a pin:

a. Click on Absences on the left menu
b. At the bottom of the screen click on "Manage your PIN settings"

c. Select the student or students that the PIN will apply to, Enter your 4 digit PIN
d. Click SAVE
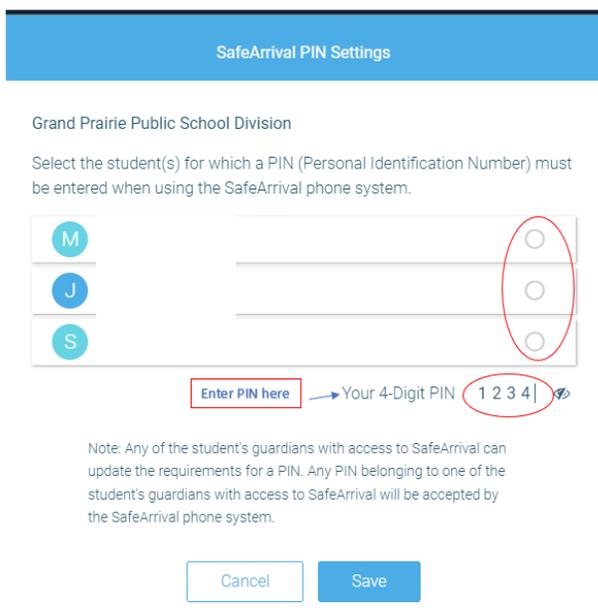
e. Now a PIN will be required whenever an absence is reported whether it is by phone, website or app.