



**CARSON GRAHAM  
SECONDARY**

November 12, 2024

Dear Parents and Guardians,

We are happy to share that we have added email as an option to report student absences.

**Starting today, student absences or lates can be reported by email at:**

**[carson\\_attendance@sd44.ca](mailto:carson_attendance@sd44.ca)** (carson\_attendance)

Emails must come from a parent or guardian email listed in our student information system, MyEd. If your email changes, please contact the Carson Graham office. Students cannot email in their own absence; only messages from parent and legal guardian email accounts are accepted.

**For all absences, please include the following information:**

**Subject of Email: Absence – Student Name**

**Include in the body of the email:**

- First and last name of student
- Grade
- Date of absence & whether it is for the full day or what portion of the day
- Reason for absence (e.g.: ill, appointment, vacation)
- If late, state approximate time of arrival.
- If leaving early state time of departure.

We will still be accepting voice messages for absences but would prefer parents send an email instead.

Sincerely,

Kim Jonat  
Principal

