

# Attendance Messenger Scheduler

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Tool Search: Attendance Messenger Scheduler

Voice and text message features described in this article only apply to schools/districts that use [Campus Messenger with Voice](#) add-on functionality

The Attendance Messenger Scheduler tool sets the dates and times for automatic delivery of attendance messages, according to a template first created in the [Attendance Messenger](#) tool.

The Attendance Messenger Scheduler will automatically generate messages based on the data available at that time. A confirmation email will be sent to the person that created the messenger schedule telling them that it has run and how many phones/email devices received the message. The person must have an email address entered on their [Demographics](#) tab.

If a child is enrolled in multiple schools, they will receive more than one attendance message. One message will be sent for each school.

Once the first attendance message is sent for a student, no additional attendance messages are sent for the same student on the same day. This tool only works in the active school year.

### Attendance Messenger Scheduler Tool

See the [Attendance Messenger Scheduler Tool Rights](#) article for information about rights needed to use this tool.

## Schedule an Attendance Message

1. Select a template from the **Attendance Messenger Schedules** table.
2. Enter the **Schedule Name**.
3. Select a **Calendar**. This option defaults to the calendar selected in the toolbar.
4. Enter the **Start Date** in *mmddyy* format or click the calendar icon to select a date.
5. Enter the **Start Date/Time** of the message.

If the time entered on the Scheduler is...

Then the message will be sent...

the <b>same</b> or <b>later</b> than the time entered on the Dial Window or Send Email field on the template	at the time entered on the Scheduler.
<b>earlier</b> than the time entered in the Dial Window or Send Email field on the template	at the time set on the template.

6. Choose how often to send the message by selecting an option from the **Recurring Frequency** dropdown list.
7. Enter the **Schedule Time Window** of the message.

The **Schedule Time Window** begins after the **Start Date/Time** entered on the Scheduler.

#### Example

If the Start Date/Time is....	And the Schedule Time Window begins as...	Then the message is sent at...
9:00 AM	11:00 AM	11:00 AM
9:00 AM	8:00 AM	9:00 AM

8. Mark the **Send Confirmation Email** checkbox to receive an email when the message has been sent. A confirmation email will be sent to the person who set up the schedule.
9. Select the **Save** icon when finished. The new schedule will appear below its respective template in the Attendance Messenger Schedules table.

Add more schedules by selecting the newly added schedule in the Attendance Messenger list and select the **Add Scheduled Dial**.

If the **Attendance Messenger** should be disabled, mark the **Disabled** checkbox. If disabled, no future messages will be sent for the schedule.

## Troubleshooting

Ensure all settings in the message template created in [Attendance Messenger](#) are correct.

If a dial window has been set on the message template, messages will no longer be sent once that window is closed, even if they have not all been delivered. Also, ensure correct start and end times if a window has been added if messages are not delivered when expected.

Ensure recipients have the information needed in order for a message to be received set in Census > People > Demographics > Personal Contact Information.

## Demographics ☆

Abegg, Glissa-Jean A  Staff #: 171541671 DOB: 04/04/1977

**Save** **Delete** **Person Summary Report** **Demographics Data** **Documents**

Person GUID	F6102C4A-9625-4822-9765-1A6F95997D0A							
Portal Username	glyssaa (Reset Password)							

### Personal Contact Information

Contact Information	Private	Messenger Preferences Contact Reasons							
		Delivery Device	Emergency	Attendance	Behavior	Messenger	Food General	Service	Priority
Email: gjean@hhs.com	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>						
Secondary		Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email: jeanabegg@gmai.com	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*Abegg Household: (651)555-1694		Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone:		Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
( 555 ) 555 - 5555 x	<input checked="" type="checkbox"/>	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Phone:		Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
( 555 ) 555 - 5555 x	<input type="checkbox"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone:		Text	<input type="checkbox"/>						
( 555 ) 555 - 1100 x	<input type="checkbox"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pager:		Text	<input type="checkbox"/>						

\* Household phone preferences apply to all active members of this household.

**Preferred Language**  
en\_US: US English ▾

**Comments**  
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Demographics > Personal Contact Information

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