



WELCOME TO REACH

STUDENT LIFE MANAGEMENT

The Reach platform is a student management system that is designed specifically for boarding schools. It helps us to manage an extensive range of residential activities including leave, rollcalls, student records, pastoral care, and reporting.



HOW TO ACCESS REACH

Once you have a profile created via the Reach web portal by your school, your login will be set, at this point, you also have access to the mobile app.

Download the app, it is free and available to download for Android and Apple devices.

Search for 'Reach Student Life Management' in either the Google Play Store or iTunes store.

REACH PARENT APP - LEAVE REQUESTS

Parents can submit, edit and approve/decline leave requests for their student(s) through the Reach Student Life Mobile App. The home screen of the Reach Parent App highlights the Activity Metrics, which displays a snapshot of up-coming leave requests and their approval status.

APPROVING LEAVE REQUESTS AS A PARENT OR HOST

Approve by Email

When you receive a Leave request notification by email you can Approve Request or Decline Request the event by clicking on the appropriate button at the bottom of the email.

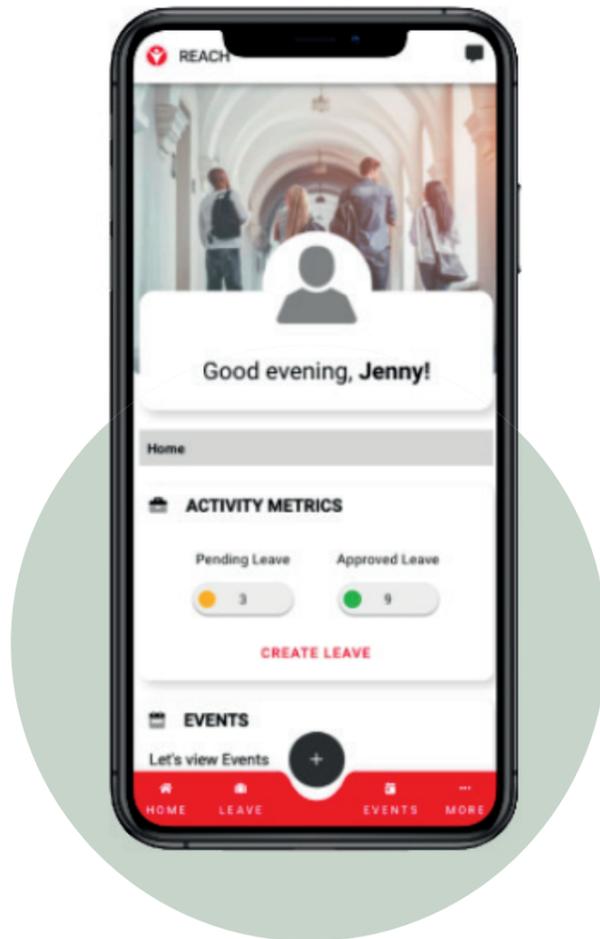
If You Wish To Permit This Leave Request, Please Select The APPROVE Link Below.

If You Do Not Wish To Permit This Leave Request, Please Select The DECLINE Link Below.

Please Note That By Approving This Leave Request You Are Acknowledging That You Understand And Agree To Student Life Terms and Conditions For Leave.

APPROVE REQUEST

DECLINE REQUEST



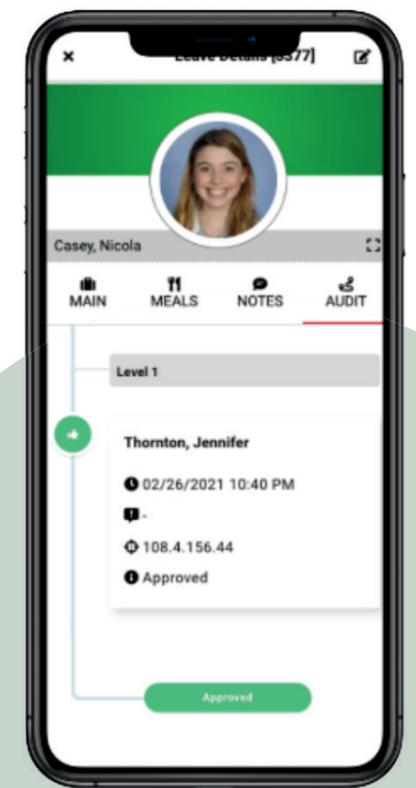
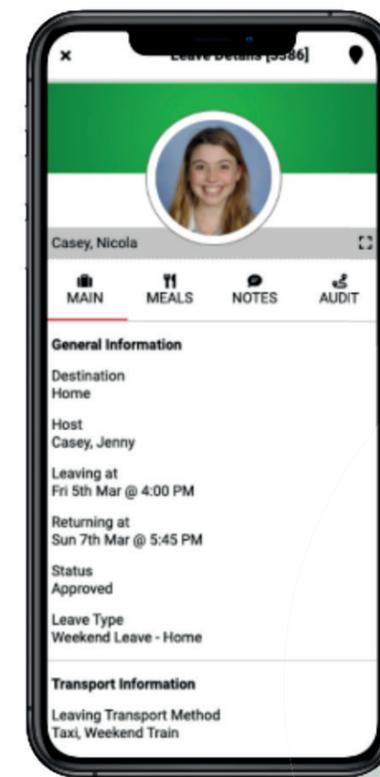
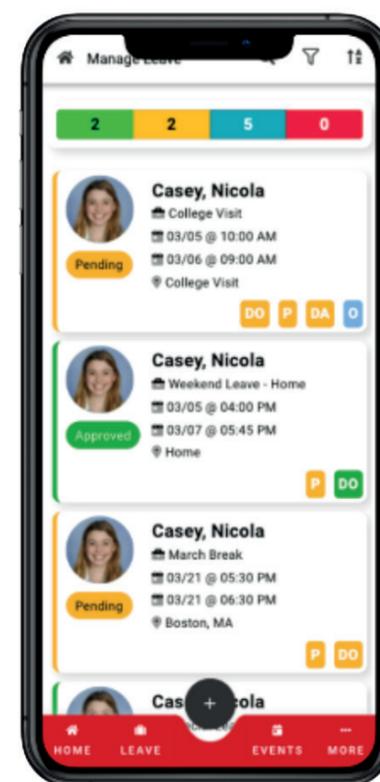
VIEWING EXISTING LEAVES

The Activity Metrics widget on the parent's home screen displays their student's current Pending and Approved leaves, as well as their next upcoming leave. Selecting **Leave** from the bottom menu bar will bring up the **Manage Leave screen**, providing an array of filter and sorting options for students to view their current and past leave requests.

Quick filtering for **Approved**, **Pending**, **On Leave** and **Rejected** leaves can be accomplished by selecting one of the 4 corresponding colour rectangles at the top of Manage Leave. Along the top right of the screen, you can search, filter and sort by additional details.

Easily see an at-a-glance view of where each leave request is in its approval process with the leave actor icons displaying Orange for Pending, Green for Approved, Red for Rejected and Blue for an Approval by Another and Purple for Override.

Clicking on a leave request will display a variety of options to view, including the main details of the leave request, if any special meals accommodations were scheduled due to the leave timing, notes entered regarding the leave and the complete audit trail of the leave's approval process.



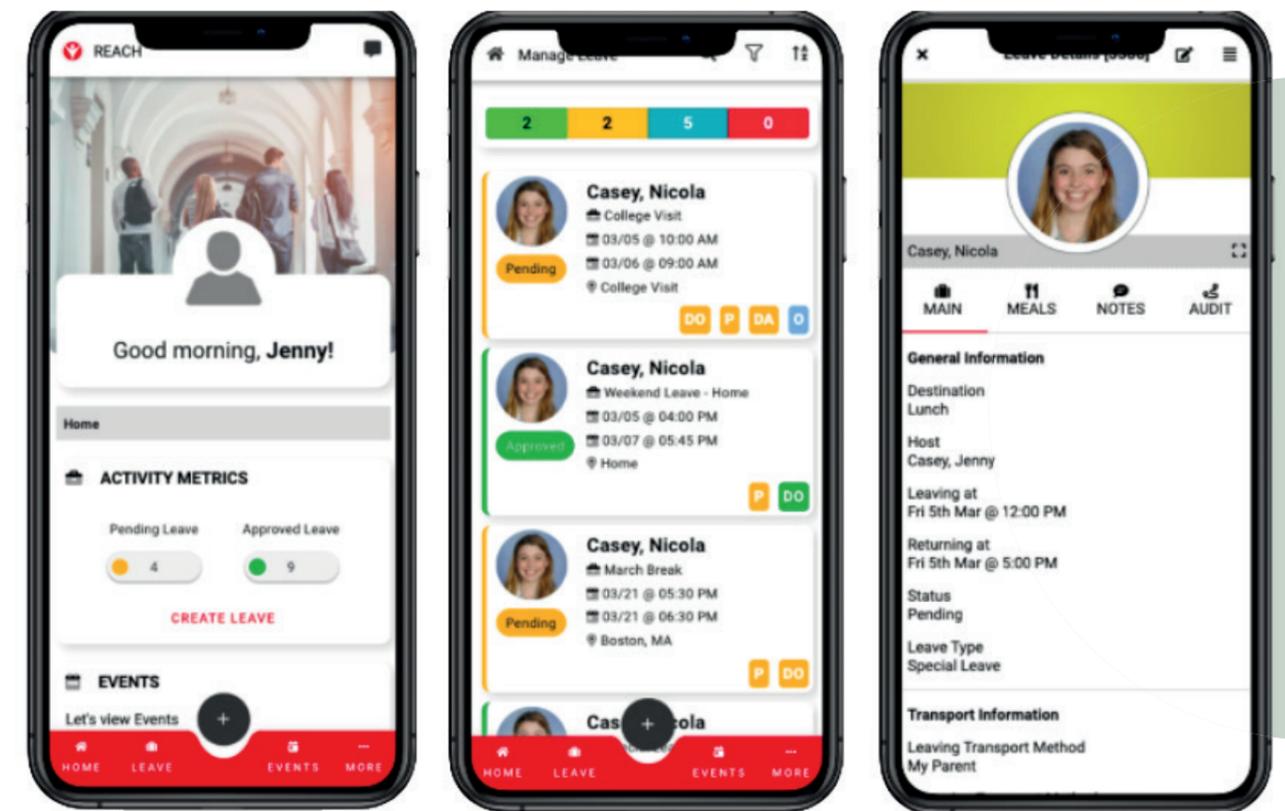
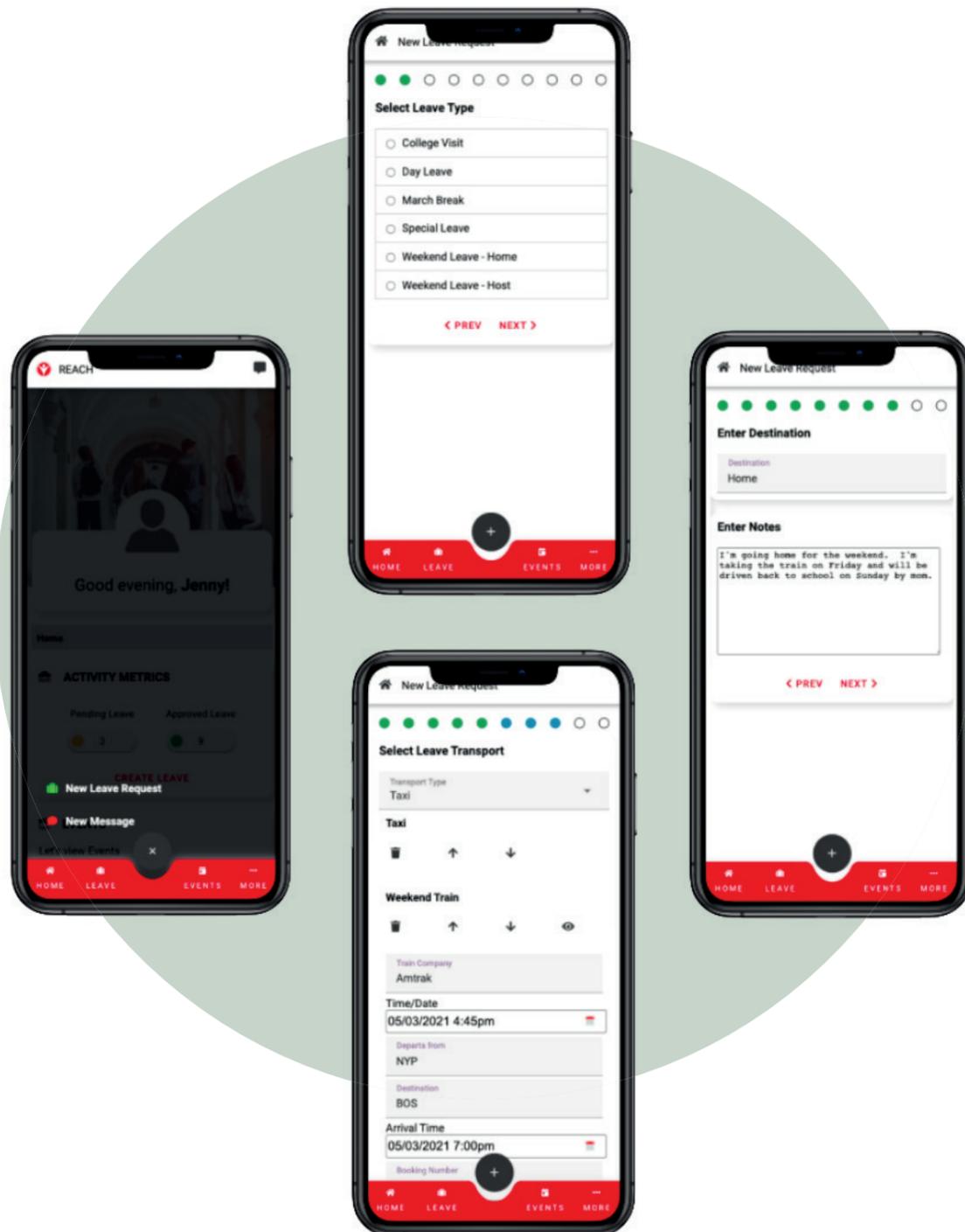
CREATING A NEW LEAVE REQUEST

To create a new leave request, select the plus button in the bottom centre of the screen and chose **New Leave Request**. Follow the series of prompted screens to input the travel details; Leave Type, Departure and Return Dates/Times, Transportation methods, Host information, Destination and Notes, as well as if it's a reoccurring leave. Parents have the ability to select multiple legs of transportation for their student's departure and return. For reoccurring leaves, select the frequency and duration that the leave plans will repeat. Prior to submitting the leave request, review the leave details and make any changes if needed.

EDITING AND APPROVING/DECLINING A LEAVE REQUEST

Reach app allows you the ability to view current and historical leaves, including their statuses of pending, approved and rejected. You can access Manage Leave by selecting either the **Pending Leave** or **Approved Leave** icons in the **Activity Metrics** widget or by selecting **Leave** from the bottom menu bar.

Quick access filters for Approved, Pending, On Leave and Rejected will populate a list of leaves with the corresponding status when selected. Along the top right of the screen, you have the ability to search, filter and sort by way of additional details.



Selecting a leave will display the leave's details, including the main details of the leave request, if any special meals accommodations were scheduled due to the leave timing, notes entered regarding the leave and the complete audit trail of the leave's approval process.

Selecting the note and pen icon in the top right corner of the Leave Details will allow you to make edits to an existing leave request's detail (ability to make edits is set by your school's user accessibility setting and may not be accessible for everyone).

From the Leave Details screen, click the 3-line icon in the top right corner to either Approve Leave Request or Decline Leave Request. You will be prompted with a confirmation of that action, followed by logging of your approval and a timestamp of when your approval occurred.

