



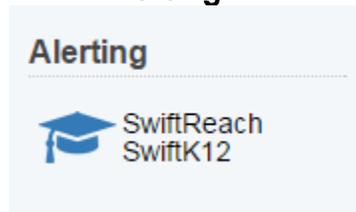
WALLENPAUPACK AREA SCHOOL DISTRICT

Dear Parent(s) and Guardian(s),

We are expanding the use of our school notification system called **SwiftK12**. This notification system has been used in the past to automate calls about early dismissals, school closures, etc., but we are now implementing the SMS/Text Messaging features of the system as well to provide us with more avenues of contact with your family. To guarantee the notification system is used efficiently, we will need to confirm your contact information is accurate and up-to-date at all times.

Text messages will be sent from **Wallenpaupack SD**. Please note you will not be able to reply to text messages sent from the school.

SwiftK12 is integrated with the existing PowerSchool Parent Portal. If you log-on to the Parent Portal (We suggest you log-on using Chrome or Firefox.) you will see a link called **Swift Reach SwiftK12** on the left navigation pane under **Alerting**.



You will be able to see all the contact information our school has listed for you by clicking on the **Contact Information** button in the top navigation.

The screenshot shows the SwiftK12 parent portal interface. At the top, there is a navigation bar with 'Home', 'Contact Information' (highlighted with a red box), and 'Alert Preferences'. Below this is a 'Contact Information' section with a 'Basic Information' sub-section. It contains several input fields: 'Contact Phone 1' (5705555555), 'Contact Phone 2' (5705551234), 'Contact Phone 3', 'Contact Phone 4', 'Contact Phone 5', 'Contact Phone 6', 'Guardian Email', 'Mobile phone 1 for SMS/Text' (5705559999), and 'Mobile phone 2 for SMS/Text'. Red arrows point from the first six phone number fields to a red text box that says 'These numbers are used for automated phone calls'. Another red arrow points from the 'Mobile phone 1 for SMS/Text' field to a red text box that says 'These numbers are used for text messages'. At the bottom of the form are 'Cancel' and 'Save Changes' buttons.

These numbers were loaded from contact phone numbers already in PowerSchool. However, these numbers can be edited without affecting our contact records in PowerSchool. These numbers are for alerting purposes only.

Within the Alert Preferences section of the Parent Portal, you will be able to choose your communication preferences based on message category, such as School Closures or Attendance, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields. You may opt-out of any message category **except for Emergency Messages**. Please note that, although there are several Alert categories listed, the School District currently only utilizes Emergency, General Information, and Attendance.



Note: Setting up your parent preferences is your responsibility. You will receive messages to every contact field shown in Alert Preferences until updated in the Parent Portal. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. Please be sure to set your unique preferences if there are any numbers or addresses to which you do not like to be contacted. *All phone numbers and email addresses must be in a valid format to save properly. Phone numbers should be in the 10-digit only format, including the area code with no hyphens or parentheses.*

Emergency messages are always sent with all three message types (email, text, and voice calls) and to every contact field shown even if you have opted out. We cannot change this. Emergency messages will be labeled as such so you will know it is an actual emergency.

If you have any questions, please contact your child's school. We hope you appreciate the SwiftK12 school notification system and the flexibility it will provide for you as a parent.