

## SchoolMessenger Parent Letter

Dear Parent of Johnny Appleseed,

School Administrative Unit 23 and its member school districts have implemented SchoolMessenger, a telephone broadcast system used to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This system is also used to communicate general announcements or reminders. School Administrative Unit 23 will continue to report school closings and delays on WMUR, WNNE/WPTZ, WYKR, WLTN, WCAX and WPNH.

The system is programmed to call a parent selected list of phone numbers by delivering a recorded message from school administration. The message will be delivered to both live answer and answering machines/voicemails. No answer, busy tone calls will be redialed up to 3 attempts before being reported as a failed call. Please make every effort to provide the schools with current and accurate phone information anytime there is a change to ensure that you do not miss important information.

SchoolMessenger has multiple broadcast types, please see below the Broadcast types and default call setting:

Emergency: Phone Number 1, Phone Number 2, Phone Number 3, Phone Number 4, Phone Number 5, Phone Number 6

Attendance: Phone Number 1, Phone Number 2, Phone Number 3, Phone Number 4, Phone Number 5, Phone Number 6

Athletics and Activities: Phone Number 1, Phone Number 2, Phone Number 3

General: Phone Number 1

Depending on your settings and broadcast type, the following numbers are used to deliver broadcasts.

Phone Number 1.

Phone Number 2.

Phone Number 3.

Phone Number 4.

Phone Number 5.

Phone Number 6.

There are two methods to manage your broadcast settings:

1. Use your PowerSchool Parent Portal account, select the 'Contact Manager' option on the bottom left hand side of the screen. The 'Messages' tab will list the latest message broadcasts for your student. The 'Contacts' tab is where you can edit the broadcast settings for your student. If you do not have a parent portal account please ask the school to provide you with a Parent Portal Letter. This letter will have directions and access information needed in order to create an account.

2. Contact the school and ask them to modify your settings to work best for you.

Thank you for your assistance. If you have questions, please contact your student's school directly.