

It is an important practice to check your Skyward contact information quarterly. Please take a moment now to login to Skyward and check your Skylert information. The district uses Skylert to send out school cancellations due to inclement weather and other important district-related information.

What to check:

Family Access All Students

Home Calendar Gradebook Attendance Student Info Busing Food Service Schedule Discipline Test Scores Fee Management Activities Homeroom Portfolio **Skylert** Login History

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info

Contact Info	Emergency	Attendance	General	Survey
* Primary Phone:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With

Phone Numbers	Emergency	Attendance	General	Survey
Additional Phone 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 4:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 5:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	Emergency	Attendance	General	Survey
Additional Email 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Email 2:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	Emergency	Attendance	General
Phone 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

These boxes must have phone numbers to receive text messages

- 1) Please make sure each phone number and email in the system is current.
- 2) Please make sure you have checked **“Emergency” AND “General”** boxes for all phone numbers that need important district information. “Emergency” messages are only sent out in crisis situations. All other communication will be delivered as a “General” message.
- 3) Please make sure you have the **“Emergency” AND “General”** boxes checked under “Text Message Numbers” and that numbers are listed in those fields. You will not receive text messages if those fields are blank. Make sure you scroll down to check those text message fields.

In this example, two phone numbers will receive the Emergency and General messages by phone and text.