

## Updating your Notification Preferences through Skylert

NEW! Through Family Access, parents can now customize the way that they receive messages sent by SchoolMessenger! By logging into Family Access and clicking on the 'Skylert' tab, parents can select which contact numbers should be called in the case of *Emergency*, *Weather Alert*, *General Announcement*, and *Attendance* calls. Please be advised that all phone numbers on file for the **primary guardian** will be contacted in the case of an emergency.

Through the Skylert portal, parents can add additional phone numbers and email addresses for SchoolMessenger to contact that are not included in their child's information file. Primary guardian contact information cannot be changed through Skylert. To update this information, please contact the child's school. In order for secondary guardians to receive notifications through Skylert, additional contact information must be added to Skylert by the primary guardian.

### Setting up Skylert Options

The first step is to log in to your Family Access account under the 'Parent Services' tab of the district website ([www.cm201u.org](http://www.cm201u.org)). If you need assistance logging into your Family Access account, please contact your child's school or the Technology HelpDesk at (708) 367-2930. Once there, you should see a screen that looks similar to the one below. From here, click on the **Skylert** option on the left.



A Skylert screen similar to the one shown below will be displayed. This shows your current settings for receiving notifications. Clicking on **Edit** will allow you to modify these settings.



After you click Edit, you have the ability to update several fields. You will not be able to change the primary guardian phone numbers or email information from this screen. For each method of communication (phone, email or text message) you have the option to select which type of communications you want to receive at that number/address.

- Emergency notifications are only used in the event of an emergency situation (i.e. - evacuation, security threat, or other student safety issue). **Emergency notifications for the primary guardian CANNOT be disabled.** Emergency calls may be made any time of the day.
- Weather Alert notifications are sent in the event of a delay or cancellation of the school day due to inclement weather. These notifications are only sent to the primary phone number; however, additional phone numbers may be added.
- Attendance notifications are sent when your child has been marked absent and the school has not received confirmation from the parent.
- General notifications are those relating to school events, reminders, district announcements, surveys, etc.

You may also add additional phone numbers and email addresses that may not be included in your student's information file.

		Receive Notification for:			
Receive Additional Notifications by Phone:		School Hours Emergency	Attendance	General	Non-school Hours Emergency
Additional Phone 1:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 2:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

  

		Receive Notification for:			
Receive Additional Notifications by Email:		School Hours Emergency	Attendance	General	Non-school Hours Emergency
Additional Email 1:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 2:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Attendance

Beginning this year, District 201-U will utilize SchoolMessenger to send automated attendance calls. Each morning, primary guardians will be notified via telephone if their child has been marked absent and has not yet been excused. The primary phone number for the primary guardian will be called for K-12 students. In the event the primary guardian is not reached, secretaries may call additional phone numbers. Attendance calls cannot be disabled for the primary guardian; however, calling the school office in a timely manner to report your child's absence will stop any attendance calls from being made. Please make sure your contact information is up-to-date with your child's school.

## Sign up to receive text messages!

This school year, the district has the ability to keep parents/guardians updated via text message! You can 'opt in' to receive text messages from the district by logging into Family Access and clicking on the 'Skylert' tab. The district does not pay for charges that are incurred for sending/receiving text messages. Standard text messaging and data rates apply.

If you have questions about SchoolMessenger or updating your notification preferences through Skylert, please contact Melissa Burda, Communications Coordinator, at (708) 367-8315 or at burdam@cm201u.org.