



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. If you do not have access to the Powerschool Parent Portal, call your child's school to make changes.

SwiftK12 is integrated with the existing PowerSchool Parent Portal. If you log-on to the Parent Portal you will now see a new link called **SwiftReach SwiftK12** on the left navigation pane under **Alerting**.



Home **Contact Information** Alert Preferences

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. Currently, you have the ability to update the Mother and Father Cell Phone fields and have an option for an additional parent/guardian phone number. If you have no additional parent/guardian phone number, simply leave it blank. Please call your child's school to update the number for the Home Phone.



Home Contact Information **Alert Preferences**

RSS Feed

Documents & Files

Date	Name	Description
12/12/2016	ffffff	

Reduce the number of calls you get:

Within the **Alert Preferences** section of the Parent Portal, you will be able to choose your communication preferences based on message category, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields. If you uncheck the box next to contact field, the message system will not contact that number. You may submit a request to have a phone number removed from our automated call list. Contact your child's school to submit the request. You may not opt-out of the **Emergency Messages Category**.

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 or until you contact the school directly to request changes. 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.*

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 this new SwiftK12 school notification system and the flexibility it will provide for you as a parent.