








January 15, 2015

The Wisconsin Rapids Public School District uses a mass message notification system called **Skylert/School Messenger**, which is tied to the Family Access/Skyward student database. This messaging system allows the District to quickly send out notifications in an emergency situation, and also allows us to send out general messages regarding attendance, special events, and reminders from the district level or from individual schools. You will be able to receive this information FIVE different ways:

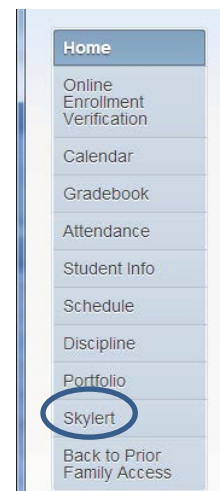
-  **Telephone** calls to land line/cell phone
-  **Facebook** (Facebook.com/WRPSDistrict)
-  **E-mail**
-  **Twitter** (@WRPSDistrict)
-  **Text Message** (the District *does not pay* for any text fees that are charged by your carrier)

The **following simple steps are required** for you to receive the notifications **the way you want to receive them**:

1. Go to [www.wrps.org](http://www.wrps.org). Select **“For Parents”** from the top menu bar and then select **“Family Access.”** The log in and password will be the same that you use to complete the **Online Enrollment Verification** process. If you don’t remember your login/password information, please contact your school secretary to obtain this information. Each guardian has their own Family Access log in to update their individual information in Skylert.
2. Once in Family Access, **click on the Skylert link** on the left menu. In the upper box titled “My Skyward Contact Info” you will see the contact information you provided in the verification process. Please be sure that the phone numbers and email addresses are correct, and make any changes that are necessary. Any changes automatically update the information contained in your student’s Skyward record. The phone numbers provided in this contact area will only receive phone calls, not text messages.

You will also see 5 columns to the right that list the **types of notifications** you can receive:

- ⇒ **School Hours Emergency** – for events that happen when school is in session, such as early closings due to inclement weather or other emergencies.
- ⇒ **Attendance** – notifications will only be generated if your student has an unexcused absence for one or more periods during an instructional day. If your student is marked absent, a system generated attendance phone call will be made to your primary phone number.
- ⇒ **General** – for informational purposes only, these notifications will reference various district or school events and information such as a reminder about parent-teacher conferences.
- ⇒ **Non-School Hours Emergency** – for events that happen when school is not in session, such as school closings due to overnight inclement weather.
- ⇒ **Survey** – when we need your opinion on matters important to your child’s school or the district. Will only be used occasionally.



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You can add and remove checkmarks, depending on which messages you choose to receive and in which method you choose to receive them. Attendance is the only column that you cannot change in this contact area. Attendance calls will automatically be made to your primary phone if you haven't notified the school office or attendance line that your child is absent from school. (Should you receive an attendance notification, please contact the school office or Attendance Line at 715-424-6765 to provide an explanation for the absence.)

To receive text messages you need to enter your cell phone number in the text message numbers field in the lower box titled: "Additional Contact Info." You can then choose what types of calls you would like to receive via text message. The only way you will receive any text messages is if your number is listed here. Remember that the numbers listed in the "My Skyward Contact Info" box will only receive phone calls, not text messages. So even if your cell phone number is listed in the "My Skyward Contact Info" box to receive phone calls, you will also need to add it in the text message number field below to receive text messages.

Once the information is all correct you must click the "Save" button on the right. You can come back to this same area anytime you need to change this information.

- The last step in the process is only necessary if you are choosing to receive text messages.** If you have entered your cell phone number for text messages and have checked which types of messages you want to receive, you need to "opt in" to the text messaging part of the program. To do this simply **text the word "yes" to the number 68453**. You'll know you were successful if you receive a text message back confirming that you are registered with the Skylert/School Messenger notification service.

**This information is also posted under the "For Parents" section of the WRPS webpage, should you need to reference it in the future.**

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