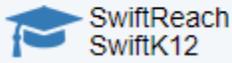


### Alerting



Parents choose which Parent Guardian contact numbers receive which alerts/announcements from their child's school and the district.

To do this.....

Log onto your PowerSchool Parent Portal account. Click on the SwiftReach SwiftK12 icon.

Home **Contact Information** Alert Preferences

Contact Information

Basic Information

Contact 1 Cell Phone

Contact 1 Email

Contact 2 Cell Phone

Contact 2 Email

Contact 3 Cell Phone

Contact 3 Email

Contact 4 Cell Phone

Contact 4 Email

Contact 5 Cell Phone

Contact 5 Email

Student's Home phone #

Home Phone

WC Student Cell Phone

WC Student Email

Click on **Contact Information** to view the numbers and email addresses that you have provided in PowerSchool.

**YOU WILL NOT BE ABLE TO CHANGE THESE HERE..... CONTACT YOUR CHILD'S SCHOOL TO HAVE THEM EDIT THESE FIELDS.**

Home Contact Information **Alert Preferences**

Attendance

Emergency

General Information

Weather, School Closures and Bus Cancellations

Click on **Alert Preferences**. Uncheck those numbers that you wish to NOT receive alerts. Remember to [Save Changes](#)

### Categories

**Attendance** —the automated calls that are sent out by the schools.

**Emergency** —sent by the district incase of a school or district wide emergency. You will not be able to changes these preferences.

**General Information**—most announcements from the schools eg. Hot lunch, field trip, meeting reminders, etc

**Weather, School Closures and Bus Cancellations**—sent from the District regarding school closures and bus cancellations

### Attendance

This category is for alerts associated with attendance

<input checked="" type="checkbox"/> Contact 1 Cell Phone	<input checked="" type="checkbox"/> Contact 1 Email	<input checked="" type="checkbox"/> Contact 2 Cell Phone	<input checked="" type="checkbox"/> Contact 2 Email	<input checked="" type="checkbox"/> Contact 3 Cell Phone	<input checked="" type="checkbox"/> Contact 3 Email
<input checked="" type="checkbox"/> Contact 4 Cell Phone	<input checked="" type="checkbox"/> Contact 4 Email	<input checked="" type="checkbox"/> Contact 5 Cell Phone	<input checked="" type="checkbox"/> Contact 5 Email	<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/> WC Student Cell Phone
<input type="checkbox"/> WC Student Email					

### Emergency

This category is only for emergencies

<input checked="" type="checkbox"/> Contact 1 Cell Phone	<input checked="" type="checkbox"/> Contact 1 Email	<input checked="" type="checkbox"/> Contact 2 Cell Phone	<input checked="" type="checkbox"/> Contact 2 Email	<input checked="" type="checkbox"/> Contact 3 Cell Phone	<input checked="" type="checkbox"/> Contact 3 Email
<input checked="" type="checkbox"/> Contact 4 Cell Phone	<input checked="" type="checkbox"/> Contact 4 Email	<input checked="" type="checkbox"/> Contact 5 Cell Phone	<input checked="" type="checkbox"/> Contact 5 Email	<input checked="" type="checkbox"/> Home Phone	<input checked="" type="checkbox"/> WC Student Cell Phone
<input checked="" type="checkbox"/> WC Student Email					

### General Information

These are alerts that are for general information and reminders

<input checked="" type="checkbox"/> Contact 1 Cell Phone	<input checked="" type="checkbox"/> Contact 1 Email	<input checked="" type="checkbox"/> Contact 2 Cell Phone	<input checked="" type="checkbox"/> Contact 2 Email	<input checked="" type="checkbox"/> Contact 3 Cell Phone	<input checked="" type="checkbox"/> Contact 3 Email
<input checked="" type="checkbox"/> Contact 4 Cell Phone	<input checked="" type="checkbox"/> Contact 4 Email	<input checked="" type="checkbox"/> Contact 5 Cell Phone	<input checked="" type="checkbox"/> Contact 5 Email	<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/> WC Student Cell Phone
<input type="checkbox"/> WC Student Email					

### Weather, School Closures and Bus Cancellations

Weather, School Closures and Bus Cancellations

<input checked="" type="checkbox"/> Contact 1 Cell Phone	<input checked="" type="checkbox"/> Contact 1 Email	<input checked="" type="checkbox"/> Contact 2 Cell Phone	<input checked="" type="checkbox"/> Contact 2 Email	<input checked="" type="checkbox"/> Contact 3 Cell Phone	<input checked="" type="checkbox"/> Contact 3 Email
<input checked="" type="checkbox"/> Contact 4 Cell Phone	<input checked="" type="checkbox"/> Contact 4 Email	<input checked="" type="checkbox"/> Contact 5 Cell Phone	<input checked="" type="checkbox"/> Contact 5 Email	<input checked="" type="checkbox"/> Home Phone	<input checked="" type="checkbox"/> WC Student Cell Phone
<input checked="" type="checkbox"/> WC Student Email					

[Cancel](#) [Save Changes](#)

**If you have any questions regarding this process, please contact your school admin assistant.**