Make sure you can be reached in an emergency: Complete the Skylert process

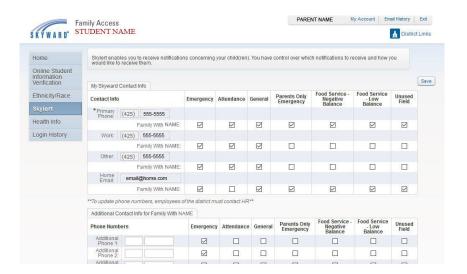
Through *Skylert*, you control how the school and district contact you for emergencies, attendance calls, food service balance notifications and other communications. If you don't change your preferences, we'll use the phone numbers, email addresses and text-capable numbers we have on file to contact you using our standard notification protocols.

Here's how to complete the Skylert process:

- 1) Sign in to Parent Access: https://parent.lwsd.org
 - a. Select "Forms Authentication" from the dropdown box.
 - b. If you have used Parent Access before, enter your User name and Password.
 - c. If you've never logged in to Parent Access, visit the Parent Access Account Setup page: https://parent.lwsd.org/apps/pwresetrequest.aspx.
- Click on "Skyward Family Access" on the right side of the page.
- 3) Click on "Skylert" on the left side of the page.



4) You will see the suggested settings for Skylert. A checkmark means that the checked phone number or email address will be used for the specified message type. You can add or remove checkmarks under each message category for the various types of calls, emails or text messages.



Here is more detail about how each message type is used:

Emergency: These messages are for major emergency events that happen during the school day, such as an earthquake or other catastrophe. These calls will also be sent to your emergency contacts, so this message type is saved for true emergencies.

Parents Only Emergency: These messages go to multiple phone numbers per family but will not go to your emergency contacts. An example is a notification that your student's school is in partial lockdown due to police activity in the area. In that case, parents need to know what is happening but an out of state emergency contact does not.

General: These messages are for informational purposes, including routine school or program emails. The majority of our communication will be send through this category.

Attendance: These messages are for families who do not report a child as absent by the required time.

Food Service – Low Balance: Parents can expect to receive email notices if their student's meal account falls below \$5.

Food Service - Negative Balance: Parents can expect to receive a phone message if their student's meal account shows a negative balance.

Unused Field: Please ignore this field.

5) Click Save at the top right corner to save your changes.

