



March 11, 2016

Starting on March 14, 2016, the Eau Claire Area School District will begin using the Skylert system to communicate with families about emergency situations and weather-related delays/cancellations. Skylert allows us to quickly send mass notifications to parents, students, and employees by phone call, email, and/or text message. Skylert is a web portal that works through Skyward that allows you to manage who will receive notifications and how information will be communicated to you.

In order to receive communications through Skylert, you will need to check and update your contact information. Follow these steps:

1. Log into your Skyward account.
2. When logged into Skyward, click on the Skylert option listed on the left hand side.
3. Click "Edit" to make changes to the information or to change your preference of notification delivery.
4. Scroll down to the bottom of the page to update your contact information, if needed.
5. Check which options for which you would like to receive notifications. You can add and remove checkmarks as you wish for the various types of contact calls, emails, or SMS text messages. (Please check with your wireless carrier for possible charges if you choose to receive these messages.)
 - **Non-School Hours Emergency** – Events that happen when school is not in session. (Example: School closings due to snow storms or other emergencies.)
 - **School Hours Emergency** – Events that happen during the school day. (Example: School closing early due to snow storms or other emergencies.)
 - **Attendance** – Notifications will only be generated for **high school students** if the student has an unexcused absence for one or more period(s) during an instructional day. If the student is marked absent, an attendance phone call will be sent in the early evening.
 - **General** – For informational purposes only, and will reference various district and campus events and information. General notifications will be sent in the early evening.
 - **Survey** – For gathering data from families about your school or the district. This will rarely be used.

Even though you may have checked phone numbers to receive SMS text messages, you must also 'opt-in' to receive the service for each number (see the "Help Page" on the back for more information).

Please note: Only the first guardian of the first family will be able to make changes to the information in the "Primary Guardian" area. However, all other guardians in the first family will be able to enter additional phone numbers and email addresses in all fields other than those in the "Primary Guardian" area.

If you do not know your Skyward login information or if you need assistance contact your school.

Sincerely

Michelle Radtke

The Skyward link can be found at the top of our District Home Page at www.ecasd.us.



CALENDARS CONTACT DISTRICT ENROLLMENT FORMS JOB OPPORTUNITIES MY SCHOOL BUCKS SKYWARD

If you do not know your login information or if you need more assistance, please contact your child's school:

Early Learning		Elementary		Middle School		High School	
Prairie Ridge	715-852-3600	Davey	715-852-3200	DeLong	715-852-4900	McKinley	715-852-6900
		Flynn	715-852-3300	Northstar	715-852-5100	Memorial	715-852-6300
		Lakeshore	715-852-3400	South	715-852-5200	North	715-852-5200
		Locust Lane	715-852-3700				
		Longfellow	715-852-3800				
		Manz	715-852-3900				
		Meadowview	715-852-4000				
		Montessori	715-852-6950				
		Northwoods	715-852-4100				
		Putnam Heights	715-852-4200				
		Robbins	715-852-4600				
		Roosevelt	715-852-4700				
		Sherman	715-852-4800				

OPT-IN PROCESS to receive TEXT MESSAGES

In order to receive text messages, you must indicate your willingness to receive text messages to your phone. **(Please check with your wireless carrier for possible charges if you choose to receive these messages.)** The process is simple and only takes a few seconds to complete:

- **Review your wireless phone number information in Family Access.** To receive a notification from Skylert, your wireless phone number needs to be in Family Access.
- Text one of the following words to the number **68453**: subscribe, optin, yes
- You will know you were successful if you receive the following reply message:

You are registered to receive approx. 3 msgs/mo. Txt STOP to quit, HELP for help.

- You will want to repeat the opt-in process for any wireless numbers that you wish to include.
- If you are not sure if you are already opted-in simply repeat the opt-in process above. There's no harm in sending the opt-in message more than once.