

OSCEOLA PUBLIC SCHOOLS



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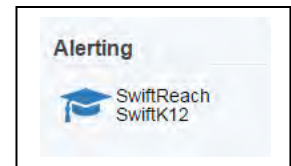


Dear Parent(s) and Guardian(s),

We currently use a school notification system called **SwiftK12**. This notification system is loaded with features that will make it easier for us to keep in contact with your family. 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.

SwiftK12 allows our school to send messages using phone, email and SMS text messaging. Phone calls will be sent with 402-747-3121 as the caller ID number. You may want to add this phone number to your address book to help you recognize incoming calls from the school easily. Text messages will be sent from OPS. Please note you will not be able to reply to text messages sent from the school.

SwiftK12 is integrated with the existing PowerSchool Parent Portal. If you log-on to the Parent Portal for PowerSchool (We suggest you log-on using Chrome or Firefox.) click on the link called **SwiftReach SwiftK12** on the left navigation pane under **Alerting**.



The first thing you should check is all the contact information our school has listed for you by clicking on the **Contact Information** button in the top navigation as shown below. If you have changed jobs or have a new phone number enter into the appropriate space and the information will be updated.



Home **Contact Information** Alert Preferences

Within the Alert Preferences section of the Parent Portal, you will be able to choose your communication preferences based on message category, such as General information or Attendance, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields (examples to be found on next page). You may opt-out of any message category **except for Emergency Message**. **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. 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 (10 digits only) to save properly.*

✓ Alert Preferences

Attendance

i This category is for alerts associated with attendance

Father Day Phone Guardian Email Home Phone Mother Day Phone

Emergency

i This category is only for emergencies

Father Day Phone Guardian Email Home Phone Mother Day Phone

Fee Alerts

i This category is for alerts regarding fees

Father Day Phone Guardian Email Home Phone Mother Day Phone

General Information

i These are alerts that are for general information and reminders

Father Day Phone Guardian Email Home Phone Mother Day Phone

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 do not have access to log into the Parent Portal, you may contact the school directly to request changes.

If you have any questions, please contact your child's school. We hope you appreciate the SwiftK12 school notification system and the flexibility it will provide for you as a parent.

Professionally,

Steven A. Rinehart

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