

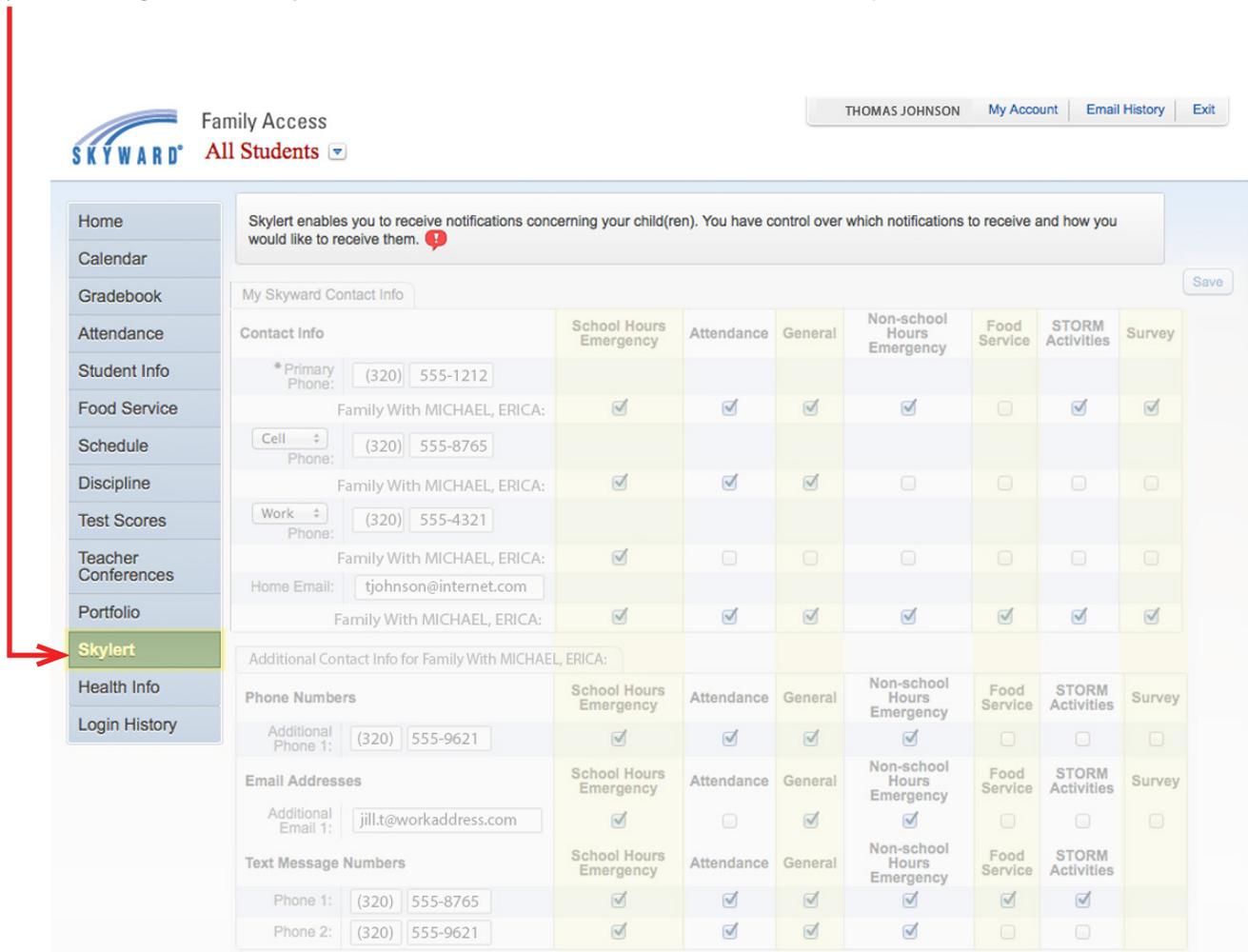


Common Skylert Settings

Skylert is the communication system for Sauk Rapids-Rice Public Schools. The system is used to let families know about emergency situations, weather-related delays/cancellations, low lunch account balances, student attendance, changes to scheduled events, and general school information. It is also used

Information can be received through telephone/cell phone calls, e-mails and text messages. **You have control over which notifications to receive and how you would like to receive them, through Skyward Parent Access.**

Once you have signed in to *Skyward* Parent Access, locate and click on the “*Skylert*” tab in the left hand column.



Family Access

THOMAS JOHNSON My Account Email History Exit

SKYWARD All Students

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them. !

My Skyward Contact Info Save

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	STORM Activities	Survey
* Primary Phone: (320) 555-1212							
Family With MICHAEL, ERICA:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (320) 555-8765							
Family With MICHAEL, ERICA:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (320) 555-4321							
Family With MICHAEL, ERICA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: tjohnson@internet.com							
Family With MICHAEL, ERICA:	<input checked="" type="checkbox"/>						
Additional Contact Info for Family With MICHAEL, ERICA:							
Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	STORM Activities	Survey
Additional Phone 1: (320) 555-9621	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	STORM Activities	Survey
Additional Email 1: jill.t@workaddress.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	STORM Activities	Survey
Phone 1: (320) 555-8765	<input checked="" type="checkbox"/>						
Phone 2: (320) 555-9621	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please see next page to customize how you receive information from Skylert. ➔

Below are some suggested settings for Skylert. You can add and remove checkmarks under each category for the various types calls, emails, or text messages.

To receive text messages, you must enter the text numbers at the bottom of the screen and then check which notifications you want to receive by text.

Family Access

THOMAS JOHNSON My Account Email History Exit

All Students

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	STORM Activities	Survey
* Primary Phone: (320) 555-1212							
Family With MICHAEL, ERICA:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (320) 555-8765							
Family With MICHAEL, ERICA:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (320) 555-4321							
Family With MICHAEL, ERICA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: tjohnson@internet.com							
Family With MICHAEL, ERICA:	<input checked="" type="checkbox"/>						
Additional Contact Info for Family With MICHAEL, ERICA:							
Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	STORM Activities	Survey
Additional Phone 1: (320) 555-9621	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	STORM Activities	Survey
Additional Email 1: jill.t@workaddress.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	STORM Activities	Survey
Phone 1: (320) 555-8765	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Phone 2: (320) 555-9621	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Hours Emergency

for events that happen during the school day, such as early closings due to snow storms or other emergencies.

Attendance

this will include messaging when a student is absent during the day.

General

for informational purposes only regarding various district or school events and information. This will include routine school/program emails. *The majority of our communication will be sent through this category.*

Non-School Hours Emergency

for events that happen when school is not in session, such as school closings due to overnight snow storms.

Food Service

this will include messaging when food service balances fall below \$25.00 or is at a negative balance.

STORM Activites

for informational purposes and updates regarding STORM Activities and Athletics.

Survey

when we need your opinion on matters important to your school or the district. This option will only be used occasionally.