



Aug. 31, 2022

Dear Woodland Families,

As I mentioned in the [Friday newsletter](#) last week, Woodland will begin offering text alerts as one more way to stay connected to what's happening in the district. We know that families receive a great deal of information from the District to keep track of, and not everyone has the same preference for how they receive that information. We have also heard from many families that receiving timely, accurate updates in the event of a school or District-wide emergency would provide much needed peace of mind and assist in making last-minute child care arrangements in the event of a school closure.

To ensure a smooth roll out of this new communication feature, we are going to start small. At first, we will start with text alerts from the district office only, and consider expanding from there based on parent and guardian feedback. To sign up to receive text message alerts from the District, please follow these steps:

- You will need to Log-in to [Skyward Family Access](#) and enter Text Message Information in the "Skylert" tab. (Find the Skylert tab in the left column, pictured below).
- **Please do NOT uncheck your email address. Email will still be our primary tool for communicating with families.**
- Enter your phone number and check the boxes for "School Hours Emergency", "Non-School Hours Emergency", and "General - Primary Phone and Email"
- Watch for a text alert on Friday morning with the district newsletter link. This will be our first message sent as both a text and an email.

These are what the various Skyward screens will look like as you go through this process:

Family Access (Parent Name) My Account Contact Us Email History Exit

SKYWARD All Students

Home NEW STUDENT Registration Online Forms Student Info Food Service Schedule Fee Management Portfolio **Skylert** Health Info Login History

Skylert

Skylert Information

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	Virtual Backpack	Non-school Hours Emergency	General - Primary Phone and Email	Food Service	All emails	Phone only	Not Used
* Primary Phone: (555) 555-5555									
Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Work Phone: (555) 555-5555									
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone:									
Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: Email @yahoo.com									
Family With .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Text Message Information

In order to receive text message notifications you must opt in by entering your cell phone below. Standard messaging and data rates may apply.



Text Message Info for Family With		School Hours Emergency	Attendance	Virtual Backpack	Non-school Hours Emergency	General - Primary Phone and Email	Food Service	All emails	Phone only
Text Message Numbers									
Phone 1:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 2:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Contact Information									
These fields are housed only in School Messenger, not Skyward.									

Additional Contact Info for Family With		School Hours Emergency	Attendance	Virtual Backpack	Non-school Hours Emergency	General - Primary Phone and Email	Food Service	All emails	Phone only	Not Used
Phone Numbers										
Additional Phone 1:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses										
Additional Email 1:	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2:	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Communication

Text alerts will be an important component of our emergency communication procedures. We plan to utilize text alerts to send urgent information should the need arise. For example, we would text information about a soft-lockdown due to police activity in the area, or for emergency closings due to inclement weather. We will continue to use email and “robocalls” as well, but robocalls often tie up our phone lines. Families will see they missed a call from the school, and rather than listen to the voicemail, they automatically call back and have trouble getting through. We believe that the text alert feature will help alleviate some of this phone traffic.

District text alerts will also be a convenience for our families: You may not have time to check your personal email throughout the day to see information from the district, but receiving a text message can signal to you that new information is available. Ultimately, our goal in piloting District texting is to keep our community better informed regarding events that impact our students and their families.

Please login to Skyward Family Access and add your Text Message Information as soon as possible to begin receiving text alerts. We hope you enjoy this new feature, so let us know what you think. Any questions or feedback can be sent to Brooke Hagstrom, Communications Manager, at BHagstrom@dist50.net.

Sincerely,

Dr. Robert Machak, Superintendent
Woodland D50