



Lower Merion School District

Amy Buckman, Director of School and Community Relations

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610-645-1978

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Dear Parents/Guardians:

Lower Merion School District uses SchoolMessenger, an automated phone and email system, to send you important information and emergency announcements. The system enables us to create and send messages to thousands of people quickly.

SchoolMessenger uses up to six phone numbers stored in our PowerSchool student information system. The system will dial the first two (“primary”) numbers listed as Emergency Contacts for most emergencies. If we need to share information more widely, the system will call all the numbers you provide. The system will dial the selected numbers until they connect with a person, voicemail or answering device. The system cannot phone numbers with extensions, so please make sure you include only direct lines.

If you have not already done so, please update your contact numbers online. This must be done prior to September 9, 2018, or you may not receive important information from the District.

1. Go to <https://powerschool.lmsd.org> and log into the PowerSchool Parent Portal. Then, click the Data Verification icon on the left side of the webpage. Follow the directions on the Infosnap website application to update your contact information.
2. If you do not have a PowerSchool Parent Portal account, you will need to create an account to access the Data Verification icon. Please follow the “Account Creation Instructions PDF” instructions available at <https://powerschool.lmsd.org>.

If you do not have access to the Internet or a computer, please call the Central Registration Office at 610-658-3996.

In addition to voice messages, we may use email to share information if you’ve provided email addresses as part of your emergency contact information. Please note that any emails sent by the District via SchoolMessenger are in addition to emails sent by your school’s Home & School Association (HSA).

Again, all contact information must be updated by September 9, 2018. That is also the deadline for information to be included in the school directories published by the HSAs.

As part of our ongoing efforts to provide timely communication throughout our school community, in addition to phone and email messaging and the school listservs mentioned above, the District shares information on Comcast Cable channel 22, FiOS channel 36, our website (www.lmsd.org) and the District Hotline (610-645-0143). If you have any questions regarding communications, please call your school’s main office or the Office of School and Community Relations at 610-645-1977.

Yours truly,

Amy Buckman
Director of School and Community Relations