Dear Parent(s) and Guardian(s),

We have implemented a notification system called **SwiftK12**. This notification system is loaded with features that 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 (708)-583-2055 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 a caller ID of 95664 (US). 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 (We suggest you log-on using Chrome or Firefox.) you will now see a new link called **SwiftReach SwiftK12** on the left navigation pane under **Alerting**.
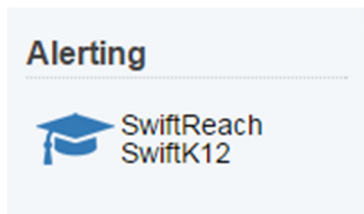


You will be able to see all the contact information our school has listed for you by clicking on the **Contact Information** button in the top navigation.

Within the Alert Preferences section of the Parent Portal, you will be able to choose your communication preferences based on message category, such as School Closures or Attendance, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields. You may opt-out of any message category **except for Emergency Messages, [insert additional alert categories where override is not available]**.
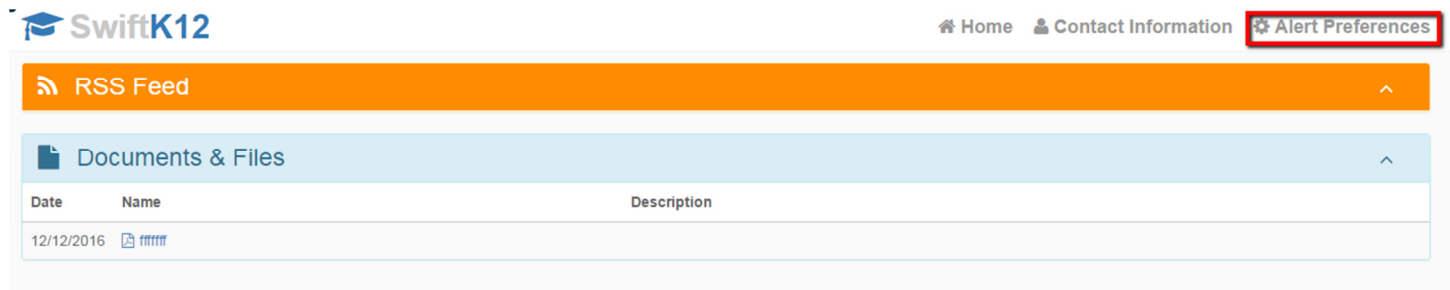


**Note**: Setting up your parent preferences is your responsibility.  You will receive messages to every contact field shown in Alert Preferences until updated in the parent portal. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility 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 to save properly.*

*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 this new SwiftK12 school notification system and the flexibility it will provide for you as a parent.

Thank you,

John Jobe

Director of Technology
Norridge School District #80
jjobe@norridge80.net

# Parent Portal Sign-Up

If you do not already have a PowerSchool Parent Portal account, we require the following information to prepare the account:

Student Name: _____

Relation to Student:   PARENT   GUARDIAN   OTHER _____

Your name (please print): _____

Your email address: _____

Signature: _____

Information to complete your account setup and sign in will be emailed to the email address you have included on this page.