



## Lower Merion School District

*Amy Buckman, Director of School and Community Relations*

301 E. Montgomery Avenue, Ardmore, PA 19003

[buckmaa@lmsd.org](mailto:buckmaa@lmsd.org)

610-645-1978

August 2021

Dear Parents/Guardians:

Lower Merion School District uses SchoolMessenger, an automated phone and email system, to send you important information and emergency announcements. This system enables us to create and send messages to thousands of people quickly. It is also the system that we use to notify parents/guardians of cases of COVID-19 in their students' schools.

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 send calls to numbers with extensions, so please make sure you include only direct lines.

If you have not already done so, **please update your contact information as soon as possible**. While you now have the option to update your contract information at any time during the school year, information that is in the system as of **September 15, 2021**, is what will be shared (with your permission) in the Home & School Association (HSA) directories.

1. Go to <https://powerschool.lmsd.org> and log into the PowerSchool Parent Portal. Click on the Year-Round Update button to review and update your contact information.
2. If you do not have a PowerSchool Parent Portal account, you will need to create an account.. Please follow the 'Account Creation Instructions PDF' instructions available at <https://powerschool.lmsd.org>.

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

Please note that any emails sent by the District via SchoolMessenger are in addition to emails sent by your school's HSA.

As part of our ongoing efforts to provide timely communication throughout our school community, in addition to phone and email messaging, the District shares information on Comcast Cable channel 22, FiOS channel 36, our website ([www.lmsd.org](http://www.lmsd.org)), the District Hotline (610-645-0143), Facebook page and Twitter. 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