

## Lake Washington School District ParentSquare Communication Opt-Out Form

Lake Washington School District, your school, and teachers use ParentSquare to communicate with families. This includes emergency messages as well as information closely related to the school's educational mission. You will receive notifications via email, text, voice call, and posts from the ParentSquare mobile app and ParentSquare portal, depending on the contact information you have in Skyward Family Access (our Student Information System). Families are automatically registered to receive notifications when they enroll their students. *Please note that standard text messaging rates may apply to all text messages.*

### To opt out of receiving notifications, you can:

- **Preferred method:** Login to ParentSquare and change your notification settings. This allows you to customize when and how you wish to receive communications from your teacher(s), school(s) and the district.
- Fill out and return the form below to your school office, or
- Contact your school office with your email and cell phone number

### You can also opt-out of:

- **Emails:** Click the Unsubscribe link in any email you receive
- **Text Messages:** Click the Opt-Out link in the first text message you receive from ParentSquare. You can also reply STOP to any subsequent text you receive.
- **Phone Calls:** Contact your school's main office.

If you are not a family member and are receiving notifications in error, please contact the school office for support.

*\*Note that even if you opt-out of receiving communication, you will still receive notifications for emergencies and other school information deemed important, such as attendance and lunch balances.*

### To opt back in:

- Contact your school with your email and cell phone number
- **Text Messages:** If you sent STOP, you can reply START to any text you had received or send START to 66458.

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*\*Please note: The easiest way to opt-out of notifications is to login to ParentSquare and adjust your notification settings. If you are unable to complete that process online, please complete this form and return it to your school office.*

**Family Opt-Out (or Student Opt-Out of Student Is Over 18):** Please update my communication preferences as indicated below. I understand that even if I opt out of receiving all communication, I will still receive notifications for emergencies and other school information deemed important, such as attendance and lunch balances.

Check box(es) below to opt out:

<input type="checkbox"/>	<b>Email</b>	Opt-Out	Email:
<input type="checkbox"/>	<b>Text</b>	Opt-Out	Cell Phone:
<input type="checkbox"/>	<b>Phone Call</b>	Opt-Out	Phone:

Family/Guardian Name: \_\_\_\_\_

Family/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_ School: \_\_\_\_\_

### StudentSquare Opt-Out for High School Students Under Age 18:

Please update my student's communication preferences as indicated below. I understand that even if I opt out of receiving all communication, I will still receive notifications for emergencies and other school information deemed important, such as attendance and lunch balances.

Check box(es) below to opt out:

<input type="checkbox"/>	<b>Email</b>	Opt-Out	Email:
<input type="checkbox"/>	<b>Text</b>	Opt-Out	Cell Phone:
<input type="checkbox"/>	<b>Phone Call</b>	Opt-Out	Phone:

Family/Guardian Name: \_\_\_\_\_

Family/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_ School: \_\_\_\_\_