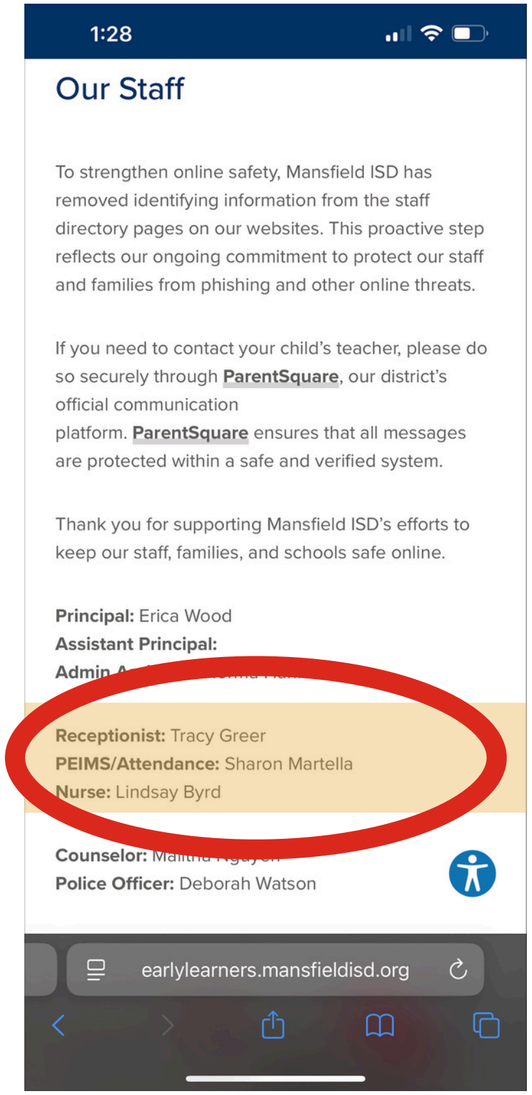
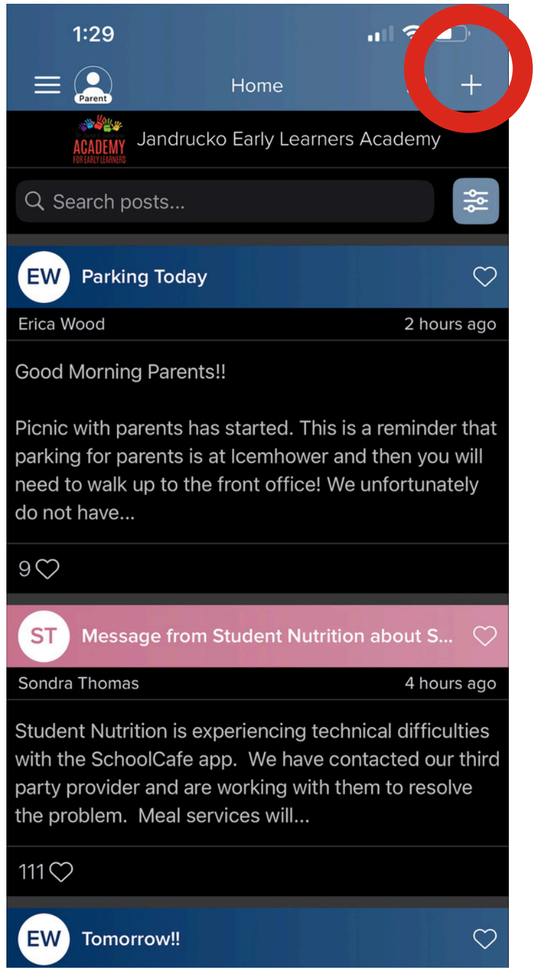
How to send messages on ParentSquare

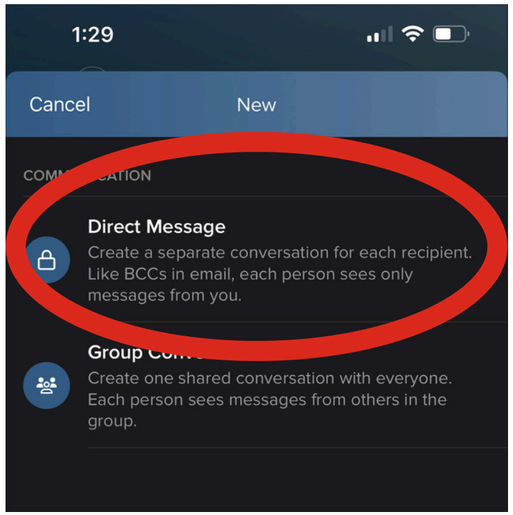
If you need to contact someone other than your child's teacher like the PEIMS or attendance clerk please use this guide to help. First visit your campus Our Staff page and find the name of the desired office staff.



Next open the ParentSquare app and look for the "+" in the top right corner and click on it.



Step 3 - Click on the Direct Message option



Step 4 - Type the person's name from step one that you found on the "Our Staff" page. Click the name. You'll know its selected because the green checkmark will appear then click "Add (1)" in the top right corner to open a message box for you to begin typing.