



August 2019

Dear Parents and Guardians,

Keeping you informed is a top priority for our school district. That's why we have adopted the **SchoolMessenger Notification Service** which will allow us to send a telephone message to you providing important information about school events or emergencies. We anticipate using SchoolMessenger to notify you of emergency school delays or cancellations, or our need to close school early due to extraordinary events, as well as to inform you about such things as school program events, report card distribution, open houses, and notification of your child's absences. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

Our successful use of this service and its delivery of information to you is dependent upon our having accurate phone contact information for each student, so please make certain that we always have your most current phone numbers. **If your child's primary or emergency contact information has changed, or if you are new to the district, please complete the form on the second page and return it to your school office by September 14, 2018.**

We ask this because you have an important choice to make. You will automatically receive all informational and/or emergency school delay or cancellation information messages on your home phone. However, we will dial both the home phone and all other emergency numbers simultaneously when there are early school closings or other extraordinary announcements. Thank you for your cooperation and please don't hesitate to contact us if you have questions.

#### **What you need to know about receiving calls sent through SchoolMessenger**

- Your Caller ID will display the school's main number when a general announcement is delivered.
- SchoolMessenger will leave a message on any answering machine or voicemail.
- If you have more than one child in our school system, the computer automated dialing system should only generate one set of calls per family if it is a district-wide announcement. Individual school announcements will be generated and dialed on a per child basis.

#### **SchoolMessenger Email Service**

This year, parents/guardians may elect to provide us with your email address for use in sharing school and district program announcements or other information. Typically, we will not be using email alerts to notify you about school closings. Generally, we expect to use these email communications as "e-blasts" and/or "e-newsletters" as a way of providing you with expanded briefings or invitations about activities occurring at your school, upcoming events, or essential district news. We encourage you to opt-in to this potential new information sharing approach by completing the email notification form on page 2.

We look forward to incorporating SchoolMessenger as an important tool in our home-school communications and having the ability to deliver real time information to you about all the great events that take place within the school.

Philip D. D'Angelo, Jr.  
Superintendent of Schools

**Please Return to School Office by September 13, 2019**

**Millbrook Central School District  
SchoolMessenger Notification System**

**STUDENT NAME (Print)** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Please Print – Note: all boxes per line must be filled in so that we can accurately update our records.**

				<i>Check One Box Per Phone Number</i>		
		Contact Name	Relationship to Student	Home	Work	Cell
Emergency phone 1	(      )					
Emergency phone 2	(      )					
Emergency phone 3	(      )					
Emergency phone 4	(      )					

**SchoolMessenger Email Notifications  
(Only one email address per adult contact)**

ADULT CONTACT NAME	RELATIONSHIP TO STUDENT	EMAIL ADDRESS (please print)