

WALLINGFORD-SWARTHMORE SCHOOL DISTRICT SCHOOLMESSENGER COMMUNICATION

Help Us Stay In Contact With You!

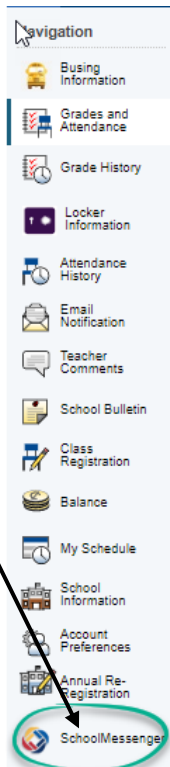


Are you receiving WSSD communications?

Make sure that your information is up-to-date and your communication preferences are selected. Don't miss important messages, information, and updates that are sent to you via SchoolMessenger, our communication platform for group messaging.

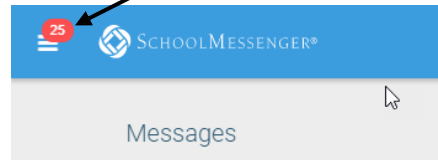
STEP ONE

Log into PowerSchool and click on SchoolMessenger.



STEP TWO

In SchoolMessenger, click on the three bar icon on the top left of the page.



Who is contacted via School Messenger?

The District communicates with your top three PowerSchool contacts (*if they either **live with** or **have custody** of your child*) by syncing this information with SchoolMessenger.

Example: In this example, only the Mother and Father will be contacted via SchoolMessenger.

		Custody	Lives With	School Pickup	Emergency
Priority 1	Mother	X	X	X	X
Priority 2	Father	X		X	X
Priority 3	Babysitter			X	
	Aunt				X

STEP THREE

As a contact (that indicates ***lives with*** or ***has custody*** of your child), you may select “Preferences” and confirm how you wish to be contacted (phone, email, and/or text) for each category of communications.

In addition to the contacts that were synced from PowerSchool, you can also add additional phone numbers or email addresses here for yourself, another caregiver, or someone you feel needs to receive these communications.

The screenshot shows the 'My message preferences' interface. At the top, there is a section for 'My contact information' with an 'Add more' button (a green circle with a white plus sign). A callout box points to this button with the text: 'Add additional phone numbers and email addresses.' Below this are two contact cards, each with a green circle containing a white icon (phone, text, or email) and a greyed-out input field. A second callout box points to these icons with the text: 'Click on icons to select how you wish to be contacted for each communication category.'

The main section is titled 'My message preferences' and contains four categories, each with a blue header and a row of three green circular icons (phone, text, email):

- Emergency:** Includes icons for phone, text, and email. Examples: School closings, late openings, early dismissals; Urgent or emergency events or situations; Transportation updates; Other.
- Attendance:** Includes icons for phone, text, and email. Example: If your child is absent and the school has not received a phone call from you.
- General:** Includes icons for phone, text, and email. Examples: Principals' weekly e-blasts; School or community events; Special announcements and updates from superintendent, principals, administration, etc.
- Survey:** Includes icons for phone and email. Example: Occasional District or school surveys.

PLEASE NOTE

- You will only see YOUR contact information in SchoolMessenger.
- Your spouse/partner or anyone else whose contact information was synced from PowerSchool will only see their own information.
- **ANY CHANGES YOU MAKE IN SCHOOLMESSENGER WILL NOT CHANGE YOUR CONTACT INFORMATION IN POWERSCHOOL.**
- If you need to make changes to your contact information in PowerSchool, please contact the administrative staff in your child(ren)'s school(s).

We recommend that you keep as many channels of communication open, so you don't miss any important messages.