

How To Choose Contact Preferences

NOTICE: We welcome you turning options on, however, be cautious about clicking them off as it may keep you from receiving important messages.

- Log into your Personal Portal
- In the left column, Click “Contact Preferences”
- Place a check beside the areas for how you would like to receive phone, email, text, and/or personal portal inbox messages

Contact Preferences Guidelines

NOTICE: We welcome you turning options on, however, be cautious about turning choices off as it may keep you from receiving important messages.

- **Emergency** - Quickly delivers district emergency messages to staff, students, and/or parents.
(*Ex. District school closings, district calendar changes, etc.*)
 - **Voice** - DO NOT UNCHECK
 - **Text** - Check IF you would like to receive text regarding emergency notifications from our district
 - **Email** - DO NOT UNCHECK
- **Attendance** - Delivers messages to parents and/or guardians regarding their child's attendance.
(*Ex. Excessive absences, detention dates, need a written excuse, etc.*)
 - **Voice** - Check IF you would like to receive phone calls regarding your child's attendance warnings
 - **Text** - Check IF you would like to receive text regarding your child's attendance warnings
 - **Email** - Check IF you would like to receive emails regarding your child's attendance warnings
- **Behavior** - Delivers messages to parents and/or guardians regarding their child's behavior.
 - **Voice** - Check IF you would like to receive phone calls regarding your child's behavior warnings
 - **Text** - Check IF you would like to receive text regarding your child's behavior warnings
 - **Email** - Check IF you would like to receive email regarding your child's behavior warnings
- **General Notification** - Delivers school messages to staff, students, and/or parents.
(*Ex. Back to school bashes, athletic event changes, grade level communications from a principal, etc.*)
 - **Voice** - DO NOT UNCHECK
 - **Text** - Check IF you would like to receive text regarding general notifications from our schools
 - **Email** - DO NOT UNCHECK
- **Priority Notification** - Delivers school messages to staff, students, and/or parents.
(*Ex. Back to school bashes, athletic event changes, grade level communications from a principal, etc.*)
 - **Voice** - DO NOT UNCHECK
 - **Text** - Check IF you would like to receive text regarding priority notifications from our schools
 - **Email** - DO NOT UNCHECK
- **Teacher** – Parents and/or guardians, DO NOT UNCHECK this. Allows newsletter, failing grades and missing assignments to be sent from teachers.