



Dear Parent(s) and Guardian(s),

Weston Public Schools will be implementing a new school messaging system called **SwiftK12** beginning on June 1, 2018. This system is loaded with new features that will make it easier for us to keep in contact with your family. To guarantee the notification system is used efficiently, we will need you to review and adjust your message settings.

SwiftK12 is integrated with the existing PowerSchool Parent Portal. When you log-on to the Parent Portal (We suggest you log-on using Chrome or Firefox.) you will now see a new link called **SwiftReach SwiftK12** on the left navigation pane under **Alerting**.

To log onto parent portal via a web browser go to: <https://weston.powerschool.com/public/home.html>

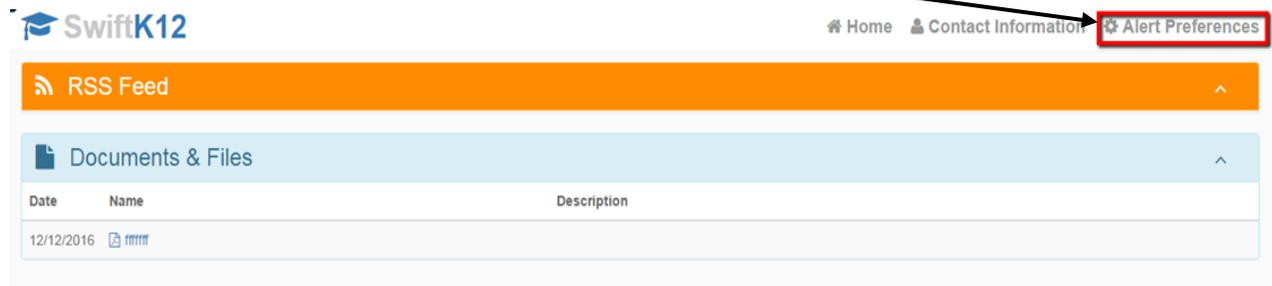
- 1) In Parent Portal, click on SwiftReach Swift K12.



- 2) Then choose **Contact Information** and **contact your child's school if any corrections need to be made**



- 3) Next choose **Alert Preferences** and review the preferences that have been pre-set.



Alert Preferences: Here you will be able to choose your communication preferences based on message category, such as Bus Information, General and other categories, as well as message type (email, voice and/or text message (cell phone)). A checkmark indicates you would like to receive a message via that communication vehicle. *The district has prepopulated communication vehicles which you can edit in this section of parent portal.*

How Messaging Works:

WPS sends almost all messages via email. Messages sent via text or phone call depend on the category of the message. This means that even if you have selected to receive a text message, you will only receive one if the message sender (WPS) chooses to send the message as a text. We recommend ensuring that email is always checked off as that is the way almost all messages are sent.

You can set your unique preferences by category (remembering that many messages are **not** sent via text or phone call). Below is a brief description of the message categories that you can edit:

- **General Information:** School events and activities that are not specific to any other category below
- **Bus Information/Notifications:** Messages related to transportation such as bus delays.
- **School Closure/Early Dismissal:** Email and Text Messages sent to inform parents of weather related school closure, late start and early dismissal
- **Pupil Services:** Information from the Pupil Services Department including Guidance, Special Education and Nursing
- **Technology:** Technology system status updates
- **Visual Arts:** School events and activities related to the Performing Arts
- **Performing Arts:** School events and activities pertaining to the Visual Arts
- **Athletics:** Messages regarding school or district athletic events
- **Town of Weston Safety Messages:** Email and/or text messages sent by the Town to alert parents of a town based safety issue
- **Weston Youth Services:** Email messages pertaining to WOW! Activities, camps, and parent programs

Emergency messages are always sent out via phone, email and text. *You will not be able to see or edit the Emergency category.*

Each parent should have their own parent portal account. If you do not have a parent portal account please contact your child's school to set one up.

Notes:

- Setting up your parent preferences is your responsibility. You will receive messages to every contact field marked with a check in Alert Preferences until you update your account in Parent Portal. Fees and charges associated with receipt of messages from the school and/or district are your responsibility and not the responsibility of the school/district. Please be sure to review and set your unique preferences.
- *If you use the opt out link at the bottom of any message sent by the system it will prevent you from receiving messages to that email address for **ALL** categories, not just the message you received. Best practice is to come into parent portal and set your message preferences rather than removing your email from the system entirely.*
- In the Fall of 2018 PowerSchool will be updating the way it stores contact information. When you complete your demographic update this coming Fall you will be able to allow additional contacts such as a babysitter, Step-Parent, etc. to receive messages through this system. We will let you know when that feature is available.