

January 2, 2019

Dear Oconomowoc Area School District Families,

The Oconomowoc Area School District (OASD) is committed to ensuring the safety of our students and staff and providing fast and accurate information in a time of emergency. If an emergency occurs, we utilize email, phone calls, social media, OASD website posts, and work with local media to share information. On January 7, 2019, we will be introducing text messaging as another option to communicate emergency information with families. You will need to complete several steps to ensure you receive these text messages.

**What should I do to make sure I receive text messages?**

1. On January 7, 2019, the District will send a text message to the phone numbers currently entered in Skyward Family Access. It will say:

**Oconomowoc Area School District alerts. Reply Y 2 confirm, HELP 4 info. Msg&data rates may apply. Msg freq varies. [schoolmessenger.com/txt](http://schoolmessenger.com/txt)**

2. Please respond "Y," then you will receive a confirmation message that will say:

**You're registered 4 SchoolMessenger notifications. Reply STOP to cancel, HELP for help. Msg&data rates may apply. Msg freq varies. [schoolmessenger.com/txt](http://schoolmessenger.com/txt)**

3. After you have confirmed this text, you will also need to log-in to your Skyward Family Access account to review the phone numbers listed in your contact information.
  - Instructions for reviewing and updating your phone numbers are attached.
  - To receive text messages, please ensure a cell phone number is included in the "My Skyward Contact Info" section. If you would like these text messages sent to more than one family member during an emergency, please ensure all of the necessary phone numbers are listed in this section.

***Please be aware that the district does not pay for any text message fees charged by cellular providers.***

**What happens after I confirm?**

- Text messages may be used in urgent or emergency situations when we need to contact families with information quickly.
- Text messages will not be used for the regular sharing of school or district information. That information will continue to be shared by email, voicemail, website, and social media.

### **What kind of urgent or emergency situations will result in a text message?**

- Urgent and emergency situations that may warrant a text message could include, but are not limited to:
  - School delays/closings
  - Bus incidents
  - Fire emergencies
  - Weather emergencies
  - Chemical emergencies
  - School safety threats

### **What if I didn't receive the District text message on January 7?**

- If you did not receive the District text message on January 7, it's likely your cell phone number is not listed in your Skyward Family Access account. Please use the attached instructions to log-in to your account and add your cell phone number.
- You can also request to receive District emergency text messages at any time by texting the words "opt-in" or "subscribe" to 67587.

### **Why are we adding text messaging for emergencies?**

- During an urgent or emergency situation, we want to send families information as quickly as possible. A text message is the fastest way to reach families. This communication option allows the OASD to immediately send mass text messages to hundreds of families and district staff.
- Please be aware that every cell phone number entered in the Skyward Family Access System will receive a text message in an urgent or emergency situation. This may mean that families will receive messages on multiple phones.
- Please also be aware that if you should opt-out of text messaging at any time, your opt-out will be overridden in the case of a school or district emergency and you will receive text message updates.

### **Will I still get emails and phone calls?**

- Yes, in a time of emergency, we will contact families in multiple ways to ensure we're reaching everyone. This means that you will receive our emergency messages through:
  - Email message to the parent/guardian email addresses listed in Skyward Family Access.
  - A recorded phone message to the parent/guardian phone numbers listed in Skyward Family Access.
  - Text message to the parent/guardian phone numbers listed Skyward Family Access.
- You will continue to receive school information and reminders by email and possibly a phone call.

### **How else does the OASD share emergency information and updates?**

During a time of emergency, we will share information and updates in as many ways as possible, to ensure our families and the community have access to the information. In addition to the text, voicemail, and email updates that our families will receive, we will also share information in these locations:

- [www.oasd.org/Emergency](http://www.oasd.org/Emergency)
- Facebook: [@oconomowocschools](https://www.facebook.com/oconomowocschools)
- Twitter: [@oconschools](https://twitter.com/oconschools)
- Instagram: [oconomowocschools](https://www.instagram.com/oconomowocschools)
- With local media organizations

***Please follow the OASD on social media, to ensure you receive our urgent or emergency updates.***

**What if I don't have a Family Access login, how do I set up an account or obtain a login?**

Skyward Family Access is a web application that allows parents and students to view attendance, class schedules, discipline information, missing homework, grades, and more. If you are a parent or legal guardian of a current OASD student, you can sign up for Family Access by filling out an online registration form at [www.oasd.org/FamilyAccess](http://www.oasd.org/FamilyAccess), or you can call your school for assistance.

If you have additional questions, need assistance with updating your phone numbers, or need to establish a Skyward Family Access account, please call your school office.

Sincerely,

A handwritten signature in cursive script, appearing to read "Roger J. Rindo".

Roger J. Rindo, Ed.D.  
Oconomowoc Area School District Superintendent

**Attachments:**

How to Update Personal Information in Skyward Family Access