

Dear Parent(s) and Guardian(s),

We have recently implemented a change to our notification system, SwiftK12.

This notification system is loaded with new features that will make it easier for us to keep contact with your family. SwiftK12 allows our School Division to send messages using phone, email and SMS text messaging. The Parent/Legal Guardian contact information you supplied in the 2022-2023 Demographic Update Form will now be used for these messages.

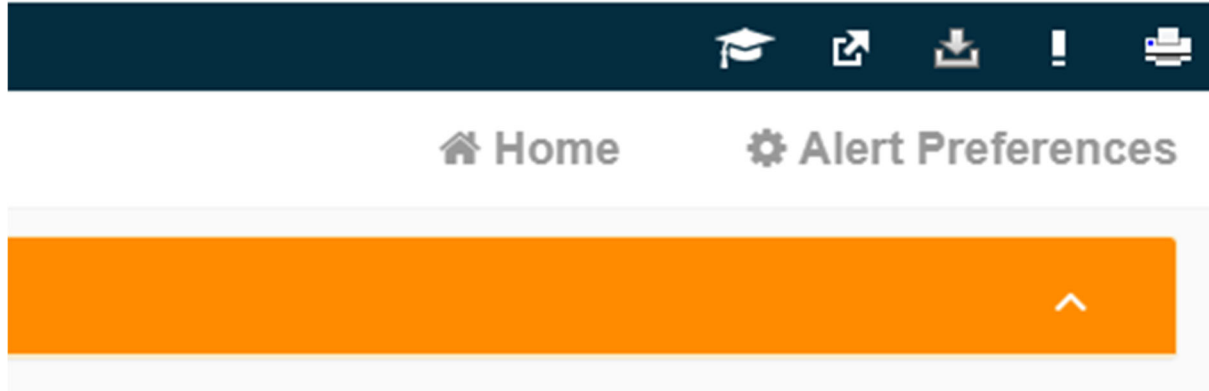
SwiftK12 is integrated within the existing Parent Portal. When you login to the Parent Portal (we suggest you log-in using Chrome or Firefox) you will see a link called **SwiftReach SwiftK12** on the left navigation pane under Alerting.

Below is the view of the home page once inside your Parent Portal.

* Click on the SwiftReachSwiftK12 icon on the top left pane.

The screenshot shows the Parent Portal interface. At the top, there is a dark blue header with the names "Anne" and "Frank". Below this is a navigation pane on the left with a "SwiftK12" logo at the top. The "Alerting" section in the navigation pane is highlighted with a red circle, containing the "SwiftReach SwiftK12" icon. Other navigation items include "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", and "School Bulletin". The main content area features an "RSS Feed" section, a "Documents & Files" section with a table header (Date, Name, Description) and a message "Looks like there are no documents or files currently available", and a "Recent Alerts" section with a table header (Date/Time, Category, Name) and a message "Looks like there are no recent alerts."

To review your contact preferences click on “Alert Preferences” on the top right of the screen .



After clicking on the **Alert Preferences** tab, your Contact Information will load.

Click on the orange “Alert Preferences” tab to update/change your preferences for Alert categories.

If any of the boxes are greyed out, your Contact Information has been locked by your school .

To update or change this information please contact your school Admin Assistant.

