



**Lake Mills Area**

SCHOOL DISTRICT

*Pamela A. Streich, District Administrator  
Andrew Dyb, Business Manager  
Jamie Syvrud, Director of Learning & Student Services  
Megan Larrabee, Executive Assistant*

920-648-2215 • Fax 920-648-5795  
120 E. Lake Park Place • Lake Mills, WI 53551

**"Preparing all of today's students for tomorrow's opportunities."**

Dear Parents/Guardians,

The Lake Mills Area School District has partnered with School Messenger, a company that provides notification services for parental outreach, emergency broadcasts, and other communications for education. This communication system allows the district to send mass telephone, e-mail and text messages to hundreds of parents and guardians in a timely fashion.

This is the system that we used to let you know that school was cancelled due to weather earlier this month. Many of you requested changes to the numbers used, asked about adding other numbers, and inquired about text messaging. Here is the information you have been waiting for!

In order to enhance our ability to accurately deliver that information, we kindly request that you manage your contact phone numbers through your Skylert Tab in Skyward's Family Access. I have attached helpful directions to understand the communication of the numbers that are listed in your account.

The use of School Messenger may expand to general parent outreach including notification of school events, statewide testing, and/or special messages from principals in the future. At this time, we will just be using the system for district-wide emergency communication.

We sincerely hope that School Messenger/Skylert will prove to be an invaluable tool for receiving communication and obtaining information that will enable your family to feel connected and have a successful year. If you have specific questions, each building's office staff have been trained to assist you.

Sincerely,

Pamela A. Streich, District Administrator

# Skylert- Mass Notification System

## Skyward Family Access Setup

Welcome to the LMASD Skylert System. Please follow the instructions below to customize your account to meet your family's needs. Each guardian should login to check/update their information.

Login to Skyward's Family Access >Select *Skylert* from the left-hand menu

On the Skylert page you may manage your phone numbers and email addresses stored in Skyward. Please note if you change phone numbers in the top area, ***My Skyward Contact Info***, the changes will automatically be changed within the student information area for that guardian. This is the primary way the school will contact you, so change carefully!!

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them. !

My Skyward Contact Info Save

Contact Info	School Hours Emergency	General	Non-school Hours Emergency	Survey
* Primary Phone: <input type="text"/> <input type="text"/> <span style="color: red;">!</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family With <input type="text"/> Phone: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family With <input type="text"/> Phone: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	General	Non-school Hours Emergency	Survey
Additional Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	School Hours Emergency	General	Non-school Hours Emergency	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	School Hours Emergency	General	Non-school Hours Emergency
Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 3: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 4: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Besides receiving notifications by phone and email, you may elect to receive text messages by entering phone numbers in the ***Text Message Numbers*** area and selecting which types of messages you'd like to receive. (Numbers and email addresses entered in the ***Additional Contact Info*** area will NOT update numbers stored in Skyward for the guardian/family.)

You may use the ***Additional Contact Info*** area to add a childcare provider's, grandparents', or other's phone number, if they wish to receive school notifications.

### Important Things to Note:

- Make sure to select **SAVE** to confirm your changes.
- You may not "opt out" of receiving School Hours Emergency and Non-school Hours Emergency messages via phone and email.
- You may "opt in" to receiving notifications via text messages by entering phone numbers in the ***Text Message Numbers*** area. **NOTE:** Skylert (Schoolmessenger) does not charge recipients for the text messages that they receive; however, your wireless providers may charge for text messages, depending on the wireless plan you have.

### Broadcast Types:

**School Hour Emergency**- Emergency notifications sent during school hours, e.g., early school closing or security concern.

**Non-School Hour Emergency**- Emergency notifications sent before or after school hours. Notifications will be sent between 5:30 a.m. and 8 p.m., e.g., weather related closings or unexpected school closings.