



Administration Office
360 S. Mill St., P.O. Box 820, Newaygo, MI 49337
(231) 652-6984 www.newaygo.net

November 3, 2014

Dear Newaygo Parent/Guardian:

Newaygo Public Schools is going to implement a new notification system called Skylert. Skylert is an automated process that will enable the school district to send instant communication via phone, text message, and email to parents and staff. This communication system can be used to notify families of weather-related school closings, early releases due to power outages or weather, share general information or reminders, and for attendance notifications.

The Skylert notification system allows schools to share information based on the parent contact information that is present in Skyward. As a parent/guardian, you will have the ability to identify your notification preferences and choose what format you would like to receive a particular type of message. The Skylert system allows for sharing of information based on the following five categories:

- **Non-school Hours Emergency** - for events that happen when school is not in session, such as school closings before the school day starts due to inclement weather.
- **School Hours Emergency** - for events that happen during the school day, such as early releases due to snow storms or other emergencies.
- **Attendance** – messages sent out when your child is absent from class.
(The use of this category will vary from building to building.)
- **General** - for informational purposes only and will reference various district or school events and information. This will include routine school/program emails.
- **Survey** - when we need your opinion on matters important to your school or the district. This option will be utilized infrequently.

Please be advised that *not* all NPS schools will be using the attendance notification system. As we get further into implementation, we will let parents know if/when a school building is going to use the attendance notification system.

As a parent/guardian, this new notification system allows you the opportunity to identify your notification preferences and opt in/out of specific message types through your Skyward Family Access account. Each parent/guardian with a Skyward Family Access account can log in and set their preferences individually. In families where parents live in separate households, both families will have the ability to set up their preferences separately. If one household is without access, please download the [Skyward Parent Access Application](#) from the Skylert link on our website at www.newaygo.net under the Support Services tab.

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If you have forgotten your Skyward username or password information, you can try to reset it by clicking on the "Forgot your Login/Password?" link just below the sign in button on <http://skyward.ncresa.org>. If you still can't get in, please call Mrs. Laurie Gracik at 652-3790 for assistance.

Directions for setting up your preferences in Skylert can be found in a document titled [How to set up Skylert notifications](#) which can be found under the Support Services → Skylert tab on the district website (www.newaygo.net). It will be beneficial for you to enable at least one method of contact for each type of message and enable as many areas as possible for emergency calls. If you do not have internet access, you can contact Ms. Laurie Gracik and she can assist you.

Changes to the Primary Contact Information will take effect throughout Skyward, so please be sure that these numbers and email addresses are accurate. Inaccurate information in these fields will not only prevent receipt of notifications but will also hinder the school from contacting you in any situation. Only the primary guardian has rights to change Primary Contact Information.

It is our goal to test the system on November 11, 2014. Therefore, you are encouraged to get access (if you don't already have Skyward access) and set your preferences before this date. A "test" message will be sent out by me on November 11, to make sure our system is properly working before there is a need to use the notification for a snow day or weather-related delayed start/early dismissal. If you have any questions or need technical assistance during the setup of this new program, please do not hesitate to contact Ms. Laurie Gracik. Parents are encouraged to set up their Skyward account and their Skylert preferences as soon as possible. If all families wait until the day before our test message on November 11 to contact Ms. Gracik with questions, it might be difficult to answer each call promptly. You are encouraged to refer to all pertinent information including a FAQ regarding Skyward and Skylert that is posted on the district webpage under the Support Services tab → Skylert.

Thank you for your cooperation. In addition to our website and the district social media accounts, Skylert will provide an extra communication link between our school district and parents.

With Pride and Respect,



Dr. Peggy A. Mathis
Superintendent