



# CHARLOTTE VALLEY CENTRAL SCHOOL

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January 30, 2012

To the Parent/Guardian of \_\_\_\_\_:

Our school is ready to begin using the SchoolMessenger Notification System for items such as school closings, emergency broadcasts, parental outreach, student attendance communications and cafeteria balance notification.

The system is currently programmed to call the phone numbers of parents/guardians as provided by you on the emergency contact card at the beginning of the school year. SchoolMessenger will be used to complement our emergency preparedness procedures and to inform parents of upcoming school events. It will not, however, replace current modes of school communication. In the case of emergency school closings such as snow days, the media will continue to be contacted for broadcasting as has been the case in the past.

In order to enhance our ability to accurately deliver that information, we kindly request that you create your own contact preference profile using SchoolMessenger's Contact Manager web site. Contact Manager allows you to control the ways in which you prefer to be contacted, if they differ from the information provided to the school on the emergency contact card. It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature, simply follow the steps below to create an account through the secure Contact Manager web site provided by SchoolMessenger specifically for Charlotte Valley Central School.

Steps for setting up your account:

Go to the Charlotte Valley Central School web page [www.charlottevalleycs.org](http://www.charlottevalleycs.org) and click on the link "To Log in or Create a School Messenger Account click here" in the middle of the page.

1. Click the *Sign Up Now* link near the bottom of the page.
2. You will be taken to the Sign Up page where you will need to enter a valid email address, a password, your name, and zip code. You'll use your email address and the password you enter here to sign in later. Check *Email me when I have a new phone message* if you would like to receive an email message each time there is a new message in your mailbox. Click *Create Account* when you are done.

**[Note:** SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3<sup>rd</sup> party.]

3. Check your email. There will be an Account Activation email from [contactme@schoolmessenger.com](mailto:contactme@schoolmessenger.com) which contains a link to a confirmation page where you must enter your password in order to activate your account.
4. Once you've activated your account, you're ready to add your child to your account. Click the "Click here to begin" button. Select the option that says, "I do not have an Activation Code and want to activate by phone," and click Next. Add your child's student ID. **You can find your child's Student ID on their Report Card or Interim Grade Report.**

(continued on next page)

5. Simply follow the instructions on the page to call in and activate your account. You will need to be able to call into the system from one of the phone numbers associated with your child's student record.
6. When you have finished adding your child to your account, navigate to the *Contacts* tab and click the edit link to the right of your child's name. There you can simply check which types of messages you would like to receive and at which phone number or email address. Make sure that you click *Save* when you are done making changes.

If you have other children attending school in this district, you will be able to add them all to the same Contact Manager account.

Thank you for signing up, and we hope you enjoy the SchoolMessenger Contact Manager for Charlotte Valley Central School!