

**BRAD TAYLOR**

*Information Coordinator*

920.492.2905 ext. 1017

E-mail: btaylor@ashwaubenon.k12.wi.us



October 14, 2014

Ashwaubenon School District Families & Staff,

## **TEST MESSAGE NOTIFICATION**

On **Saturday, October 18<sup>th</sup> starting around 2:00 p.m.** we plan to send a test phone and email message to all Ashwaubenon School District parents and staff. This is due to our switch from BlackboardConnect to **SchoolMessenger** for our rapid notification system. For **parents/guardians**, this test message should go to all home phones, parent cell phones and parent email addresses on file in PowerSchool. For **staff**, the test message should go to whatever home phones, cell phones, home email and work email addresses we have on file in PowerSchool.

*Why Saturday?* We are sending the message on Saturday because you typically don't hear from the schools or the school district on weekends. A weekend message should avoid any cause for alarm and confusion that there is a real school-related situation or emergency.

*How can you identify the message?* The email will be from **ASHWAUBENON SCHOOLS <feedback@ashwaubenon.k12.wi.us>** and will contain something similar to **TEST MESSAGE From Ashwaubenon School District** in the Subject. The phone call will include something such as **'This is a test message from the Ashwaubenon School District'**.

*What if you don't get the test message?* **IMPORTANT:** Please look in your email spam folder for the email message. If you find the test message there, mark it as Not Spam so subsequent messages from the school district and the SchoolMessenger system don't get treated as spam. For those receiving email messages at work, you may have to contact your IT department to make sure any messages you receive from the school district (**@ashwaubenon.k12.wi.us** or **@schoolmessenger.com**) don't get blocked or filtered by your work's email system. Regarding the phone message, check your voicemail for the message in case you didn't answer the call. If you still can't find the message, email [feedback@ashwaubenon.k12.wi.us](mailto:feedback@ashwaubenon.k12.wi.us) or call 492-2900 and leave a message.

*What about Text messages?* Once this test is complete we will start the process to activate text (SMS) messaging with SchoolMessenger. That activation requires parents and staff to 'opt-in' in order to receive text messages from us. Look for more information regarding this in the next couple of weeks.

As always, please keep your contact information up to date with us. Like BlackboardConnect, **SchoolMessenger** gets your contact information from **PowerSchool**. Parents can update their email addresses themselves by logging into the Parent Access web portal of PowerSchool. To make any phone number (e.g. home, cell, work) or address changes, please contact your child's school office.

Sincerely,

Brad Taylor  
Information Coordinator