

### **Kathy Covington Administration Offices**

1000 South Houston Street – Kaufman, TX 75142

972-932-2622 www.kaufmanisd.net



**Dr. Loraine Blaylock**  
Superintendent

**Kell Clopton**  
Assistant Superintendent  
HR/Operations

**Joe Nicks**  
Assistant Superintendent  
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**Brian Carter**  
Director of Finance

**Marsha Johnson**  
Director of Accountability

December 2016

Kaufman ISD participates in an alert system called School Messenger for emergency communications using electronic media, computers, and cell phones as the communication tools. This system allows the District to communicate emergencies, like weather closings, to subscribers directly to their home computers or personal cell phones. School Messenger notification service is trusted to deliver large volumes of messages through several channels.

#### **What types of delivery methods does School Messenger offer?**

School Messenger will allow Kaufman ISD officials to:

- send text messages (*if parents have given their permission*).
- record and deliver telephone messages in English or Spanish.
- send out e-mail messages.

*Note: This notification system is not designed to receive responses from the end user. School e-mail addresses will continue to be used for correspondence between the school and the community.*

#### **How does School Messenger obtain my contact information?**

School Messenger will obtain your contact information from our Student Information System, Skyward. E-mail addresses and primary phone numbers will be exported from Skyward to School Messenger.

#### **How can I subscribe to receive text messages?**

- Text the word, **subscribe**, to 68453. *Please note that while we are excited to offer a text messaging option, the district does not pay for any text message fees you may be charged by your cellular provider.*

#### **Can I update my own contact information?**

If you need to update your contact information and have Internet Access, you can use the newly added Skylert tab in the Family Access Portal of Skyward. If you do not have internet access, but need to make changes to a phone number or e-mail address, please call your child's school.

- Helen Edwards: 972-932-0800
- Monday Primary: 972-932-3513
- Phillips Elementary: 972-932-4500
- Lucille Nash Intermediate: 972-932-6415
- O.P. Norman Jr. High: 972-932-2410
- Kaufman High School: 972-932-2811
- Gary Campbell High School: 972-932-8789

#### **Who do I contact to obtain a Skyward Family Access Account?**

Please call or e-mail Vonda Jones, our KISD contact for Skyward Family Access.

- Direct line: 972-932-5668
- E-mail: [vjones@kaufman-isd.net](mailto:vjones@kaufman-isd.net)



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## What information is required to create a Skyward Family Access Account?

- A family access waiver form must be completed and give to Vonda Jones.
- You can e-mail Ms. Jones for the form, or download it from the Kaufman ISD website at <http://www.kaufmanisd.net/page.cfm?p=573>.

## Now that I have a Skyward Family Access Account, how can I review and edit my contact information?

**Step 1:** Log-in to Skyward Family Access through a web browser at: <https://skyward.kaufmanisd.net/scripts/wsisa.dll/WService=wsEPlus/fwemnu01>

**Step 2:** Click the Skylert link under the General Information heading.



**Step 3:** Edit the method in which you would like to receive messages from Kaufman ISD via School Messenger, and click Save. (See diagram below.)

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	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family With: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: <input type="text"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 4: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 5: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 6: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 7: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 8: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 9: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 3: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

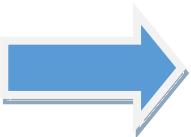
Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency
Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>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

Click Save when you are finished making your changes.

These phone numbers and e-mail addresses are based on information the school has listed as your contact information.

The additional contacts are available for you to add more phone numbers and e-mail addresses for notification.

Text messaging is also an option for receiving information from School Messenger. *The district provides this as an option, but individuals may incur costs associated with text messaging. You will need to "opt-in" by texting the word, subscribe to 68453.*



**Thank you! Please contact your child's school if you have any questions.**