

Dear Parents / Guardians,

Beginning this week, the schools in AOS 77 will have activated the digital notification system called School Messenger. This system will allow school personnel to communicate events, reminders, emergencies and cancellations quickly and efficiently through automated phone calls, sms/text messages, and email. Therefore, if you have any changes to your contact information it is important that you notify the school as soon as possible. **All weather-related school delays and cancellations will continue to be announced on local TV and radio stations as well.** Only parents/guardians added to the system by school personnel are able to access alerts. Please make sure the school has your updated phone contact information.

You may have already received messages from the School Messenger system asking for your permission to accept phone and/or text alerts. Because the system is designed with safety in mind, only parents or guardians will be contacted and granted access to the notifications.

The system was utilized all last school year for various announcements and cancellations. If you were **not** contacted, you may need to **confirm** permissions for phone and/or text messages. **First, ensure that the school office has your updated phone information.** Then, to confirm message permissions, see below:

***Voice Message (Landline and Cell phone):***

*TO RECEIVE OR CANCEL VOICE MESSAGES, SIGN THE PERMISSION SLIP BELOW AND SEND IT BACK TO SCHOOL. When you receive a phone message, the initial introduction states that you have an important message from the **Eastport School Department** (this is AOS 77 Central Office's location). You may press '1' or stay on the line to hear the message. The system will then clarify that the message you are receiving is from the **Alexander Elementary School** and proceed with the message.*

***Text/SMS Message (Cell phone):***

*TO RECEIVE TEXT/SMS ALERTS, TEXT "Y" TO 67587 FROM EACH MOBILE DEVICE YOU WISH TO RECEIVE ALERTS ON. You will receive a message from '67587' each time a text/sms message from Alexander Elementary is sent. You may **stop receiving messages** anytime by texting "STOP" to 67587.*

***Email:***

*If a message is sent via email, the sender will be identified as 'School Messenger' or 'Alexander Elementary.' Please note, the heading of the email will read Eastport School Department automatically. If you wish to **stop receiving emails**, you will need to block the sender.*

There will be a system test of voice, text, and email messages scheduled in the coming weeks to ensure all AES parents and guardians who wish to receive messages, are able to.

Sincerely,

Trevor Flood  
Principal

-----CUT/TEAR HERE and return bottom portion to school-----

Parent/Guardian Name \_\_\_\_\_

Do you wish to receive **voice** messages and alerts from the Alexander Elementary School?

\_\_\_\_ Yes \_\_\_\_ No

Signed \_\_\_\_\_ Date \_\_\_\_\_