LAKE STATION COMMUNITY SCHOOLS

2500 PIKE STREET   /   LAKE STATION, IN 46405   /   TELEPHONE   (219) 962-1159
FAX   (219) 962-4011

THOMAS CRIPLIVER, Ph.D   ERIC D KURTZ
     SUPERINTENDENT   CHIEF FINANCIAL OFFICER

Dear Lake Station Community School Families:

Lake Station Community Schools has implemented a new notification system called Skylert. This system enables the school district to send instant communication via phone, text message, and email to parents and staff. We will use the system to notify families of weather-related school closings, to share general information or reminders, and for attendance notifications.

Skylert allows us to send notifications based on parent contact information within Skyward. As a parent/guardian you can set your notification preferences by logging into **Skyward Family Access** and clicking on the **Skylert Tab** in the left navigation menu.

The following are the 5 categories of message types you may receive:
Please note: certain category preferences cannot be altered.

- *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.
- *General:* messages that will reference various district or school events and information.
- *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.
- *Survey:* allows us to request your feedback on matters important to your school or district.

As a reminder, Skyward Family Access can be accessed from our school webpage, but clicking on the Skyward icon in the popular links bar.
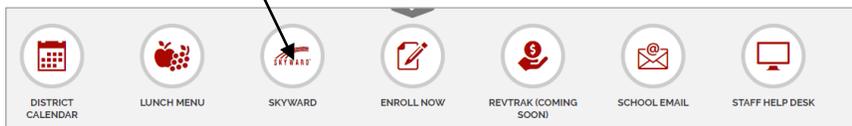
If you have forgotten your Skyward Family Access Parent/Guardian log in credentials, you can try to reset it by clicking on the "Forgot your Login/Password?" link just below the sign in button. If you are still unable to retrieve your log in credentials, then you can contact the main office of your child's school.

 Please ensure phone numbers and email addresses remain up to date so that you will receive notifications.

Review the "How to Set up Notifications" Tutorial for more information.

This message has also been emailed to you. If you believe you did not receive the email, please ensure you have provided your email address on the Skylert Tab. Check to ensure you are not blocking emails from noreply@lakes.k12.in.us. You should also check to see if the message was filtered into your junk/spam/trash mail folder by accident.

Skylert is the district's automated notification system that provides emergency alerts, attendance notifications and other informational messages via phone call, email, and text message. Parents/guardians can set their preferences for how they want to receive these messages. This guide will show you how to configure those preferences.

SKYWARD FAMILY ACCESS CREDENTIALS

If you have forgotten your Skyward Family Access Parent/Guardian log in credentials, you can try to reset it by clicking on the "Forgot your Login/Password?" link just below the sign in button. If you are still unable to retrieve your log in credentials, then you can contact the main office of your child's school.

SETTING YOUR NOTIFICATION PREFERENCES FOR SKYLERT

1. Open any web browser.

2. Navigate to our school website: https://www.lakes.k12.in.us

3. Click on **Skyward**
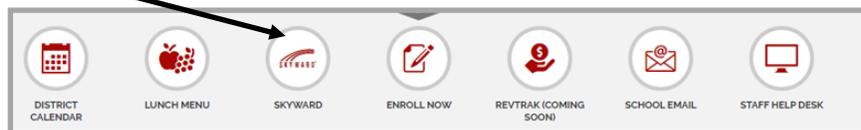
4. Log in with your Parent/Guardian credentials.
   (Students do not have access to the Skylert tab.)

5. Click on the **Skylert** tab located in the left navigation menu.
   (if you do not see a left navigation menu, then click on the + sign in the upper left corner to expand it.)
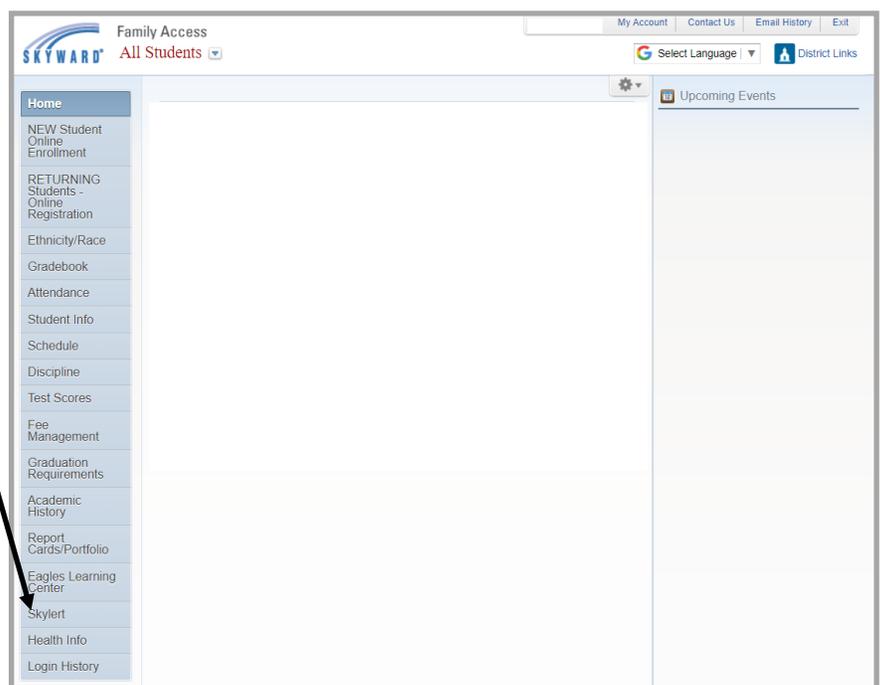
6. A Skylert Screen similar to the one below will be displayed. This shows your current settings for receiving notifications. For each category type of communication listed along the top, you can select how you want to receive that message at the number/email address along the left. Emergency notifications and attendance notifications cannot be disabled for Primary Guardians. To set options for which notifications you wish to receive, simply check the box in the appropriate column.

If you make changes, be sure to click **SAVE** before exiting this screen.

Additional Contact Info: use these Phone and Email fields to add other parent/ guardians, emergency contacts, etc (anyone else that you would like to receive notifications.)

Text Message Numbers: Enter number(s) here if you would like to have Text Messages sent. **Text Messages will ONLY be sent to cell phone numbers listed here.**

It is ok to have the cell number listed in Contact Info at the top AND Text Message Numbers at the bottom if you wish to receive phone calls at the cell phone number and text messages at that cell phone number.