



Dear Parent(s) and Guardian(s),

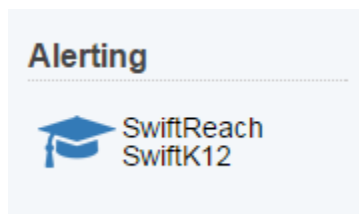
As of July 1, 2018, we will be implementing a new school notification system called **SwiftK12**. This notification system is loaded with new features that will make it easier for us to keep in contact with your family. To guarantee the notification system is used efficiently, we will need to confirm your contact information is accurate and up-to-date at all times. (In the event of a change of contact information, please also inform the school office.)

SwiftK12 allows our school to send messages using phone, email, and SMS text messaging.

- Phone calls will be sent with **410-779-9747** as the caller ID number. **Please add this phone number to your address book to help you recognize incoming alert calls from the school easily.**
- Text messages will be sent from **St Joseph Fullerton**. Please note you will not be able to reply to text messages sent from the school.
- Email messages will come from **St. Joseph School Fullerton**. Please add [alerts@swiftk12.com](mailto:alerts@swiftk12.com) to your approved senders list to avoid messages going to SPAM or Junk.

SwiftK12 is integrated with the existing PowerSchool Parent Access Portal. **All families are asked to create and maintain an account in Parent Access.** If you do not have an account for Parent Access, visit [www.stjoeschool.org](http://www.stjoeschool.org) at go to the PARENTS tab and select POWERSCHOOL. After you complete the TRAINING MODULE, print and sign the disclaimer form and send it to the school office. The necessary codes will be sent to the email address you provide on the disclaimer form. *(Please note – the Parent Access Portal is closed during the summer. You can still complete the training but will not receive any codes until it is opened in September.)*

When you log-on to the Parent Access Portal (we suggest you log-on using Chrome or Firefox) you will now see a link called **SwiftReach SwiftK12** on the left navigation pane under **Alerting**.



You will be able to see all the contact information our school has listed for you by clicking on the **Contact Information** button in the top navigation.

Within the Alert Preferences section of the Parent Portal, you will be able to choose your communication preferences based on message category, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields. You may opt-out of any message category **except for Emergency Messages**. Please note, if you opt-out of categories you could miss important information from school.

SwiftK12

Home Contact Information **Alert Preferences**

RSS Feed

Documents & Files

Date	Name	Description
12/12/2016	fffff	

**Note:** Configuring your parent preferences is your responsibility. You will receive messages to every contact field shown in Alert Preferences until updated in the parent portal. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. Please be sure to set your unique preferences if there are any numbers or addresses to which you do not like to be contacted. *All phone numbers and email addresses must be in a valid format to save properly.*

**Emergency messages are always sent with all three message types (email, text, and voice calls) and to every contact field shown even if you have opted out. We cannot change this. Emergency messages will be labeled as such so you will know it is an actual emergency.**

If you have any questions, please contact Mrs. Starcher through the email address below. We hope you appreciate this new SwiftK12 school notification system and the flexibility it will provide for you as a parent.

Thank you,

*Kenneth Pipkin*  
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