



Dear Parent(s),

We have recently implemented a new school notification system called Alert Solutions. 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 messaging system is used efficiently, we will need to confirm your contact information is accurate and up-to-date at all times.

Alert Solutions allows our school to send messages using email, voice, and text messaging. Voice calls will be sent with (708)-583-2068 as the caller ID number. You may want to add this phone number to your address book to help you recognize incoming calls from the school easily. Text messages will be sent using a caller ID of 95664 (US). International receipt caller IDs will vary on location. You may want to add this phone number to your address book as well. Please note you will not be able to reply to text messages sent from the school.

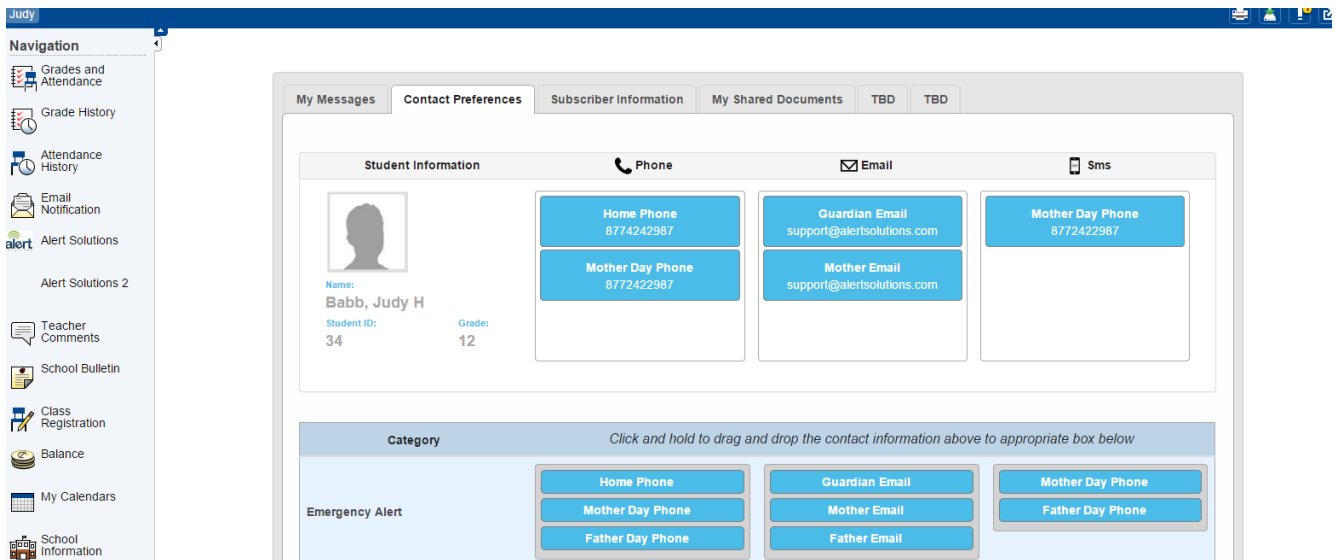
Alert Solutions is integrated with the existing PowerSchool Parent Portal. If you log-on to the Parent Portal you will now see a new link called “Alert Solutions 2”. You will be able to see all the contact information our school has listed for you. Within this section of the Parent Portal, you will also be able to choose your communication preferences based on message category, such as School Closures or Attendance, and message type (email, voice and/or text message). You may opt-out of any message category except for Emergency Messages.

The screenshot shows the PowerSchool Parent Portal interface for a user named Judy. The navigation menu on the left includes 'Alert Solutions' and 'Alert Solutions 2'. A red box highlights the 'Alert Solutions 2' link, with a red arrow pointing to it and a text box that says 'Click on Alert Solutions 2 link to update contact information'. The main content area displays 'Grades and Attendance: Babb, Judy H' and an 'Attendance By Class' table. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Q1', 'Q2', 'S1', 'Q3', 'Q4', 'S2', 'Absences', and 'Tardies'. The 'Attendance Totals' row shows 0 Absences and 0 Tardies. Below the table is a 'Legend' section with 'Attendance Codes' and 'Citizenship Codes'.

Exp	Last Week					This Week					Attendance By Class						Absences	Tardies		
	M	T	W	H	F	M	T	W	H	F	Course	Q1	Q2	S1	Q3	Q4			S2	
																		Attendance Totals	0	0

**Legend**  
Attendance Codes: Blank=Present | A=Absent | T=Tardy | TE=Tardy Excused | P=Parent Excused | U=Unexcused | S=School Excused | I=In School Suspension | O=Out of School Suspension | X=Truant | V=Vacation | F=Field Trip |  
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Setting up your parent preferences is your responsibility. To receive text messages, you must go to Preferences by Message Type and Click and hold to drag the contact information above to the appropriate boxes below. By default, phone calls and email are chosen. You will receive messages to every contact field shown and every message category that has all three message types chosen. 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 you do not like to be contacted at. *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 do not have a Parent Portal account please visit <http://www.norridge80.org/powerschool/parents.asp> for information about the Parent Portal and the permission form.

If you have any questions about use of Parent Portal, please contact your John Jobe, [jjobe@norridge80.net](mailto:jjobe@norridge80.net), our District Director of Technology. We hope you appreciate this new school notification system and the flexibility it will provide for you as a parent.