

Messaging System Information

Shoutpoint is a messaging system that is used in the Kenmore- Town of Tonawanda Union Free School District. The program allows parents/guardians, faculty and staff to receive messages in the form of an email, text, phone/voicemail, and your Infinite Campus inbox (Parent Portal).

For this messaging system to work effectively, we need your cooperation. Please be sure your contact information is correct and complete.

The following is a list of types of message and how the district or school will contact you:

Type of Message	Who Will Receive Message	How Will Message Be Delivered
Emergency Events - <i>District-Wide</i> <ul style="list-style-type: none"> School/weather closings Lock downs Other emergency events 	Parents/guardians Faculty Staff	Voicemail Email Text Infinite Campus Inbox
District Press Releases	Parents/guardians Faculty/ Staff	Email Infinite Campus Inbox Text
Emergency Events - <i>Building Level</i> <ul style="list-style-type: none"> School/weather closings Lock downs Other emergency events 	<i>All contacts specific to the building:</i> Parents/guardians Faculty Staff	Voicemail Email Text Infinite Campus Inbox
Student Absences	Parents/guardians of absent student	Voicemail Email Text Infinite Campus Inbox

Type of Message	Who Will Receive Message	How Will Message Be Delivered
Planned Early Releases Parent/Teacher Conferences Report Cards Going Home Upcoming Building Events PTA Meetings	<i>All contacts specific to the building:</i> Parents/guardians Faculty Staff	Text Email Infinite Campus Inbox

Please check the boxes on the next page indicating how you would like to be contacted and also fill in the phone numbers with area code and email addresses.

Email Address: An example would be your home personal and email and the secondary could be your work email or vice versa. Do not enter a work email if you should not receive correspondence there.

Cell Phone: You may choose both Voice and text, however, if you would prefer only getting a text message, please check only those boxes. If you check both you may receive both.

Other Phone: This should not be used for a spouse or other guardians' phone number. That number should be on their own screen.

Work Phone: It is important that you check "work phone" if you would like to be contacted at work. We did not set work phone as a default because many people may not be contacted at work. Remember, the automated system will leave a message – it cannot dial an extension - so if a switchboard operator answers, it will leave the message.

Parent 1 Name

Personal Contact Information			Messenger Preferences Contact Reasons						
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior	General	Priority	Teacher	
Email: <input type="text"/>	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary Email: <input type="text"/>	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pager:	<input type="checkbox"/>								
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>								

- We **will not** be using the messaging system for “**Behavior**” or for “**Teacher**” use at this time so please disregard these columns.
- We **will not** be entering student contact information.


This information may be changed at any time on the parent portal. Secondary schools use the portal for grading, attendance, schedules, contact information, etc. Elementary school portal only show attendance, contact information and test assessment scores.

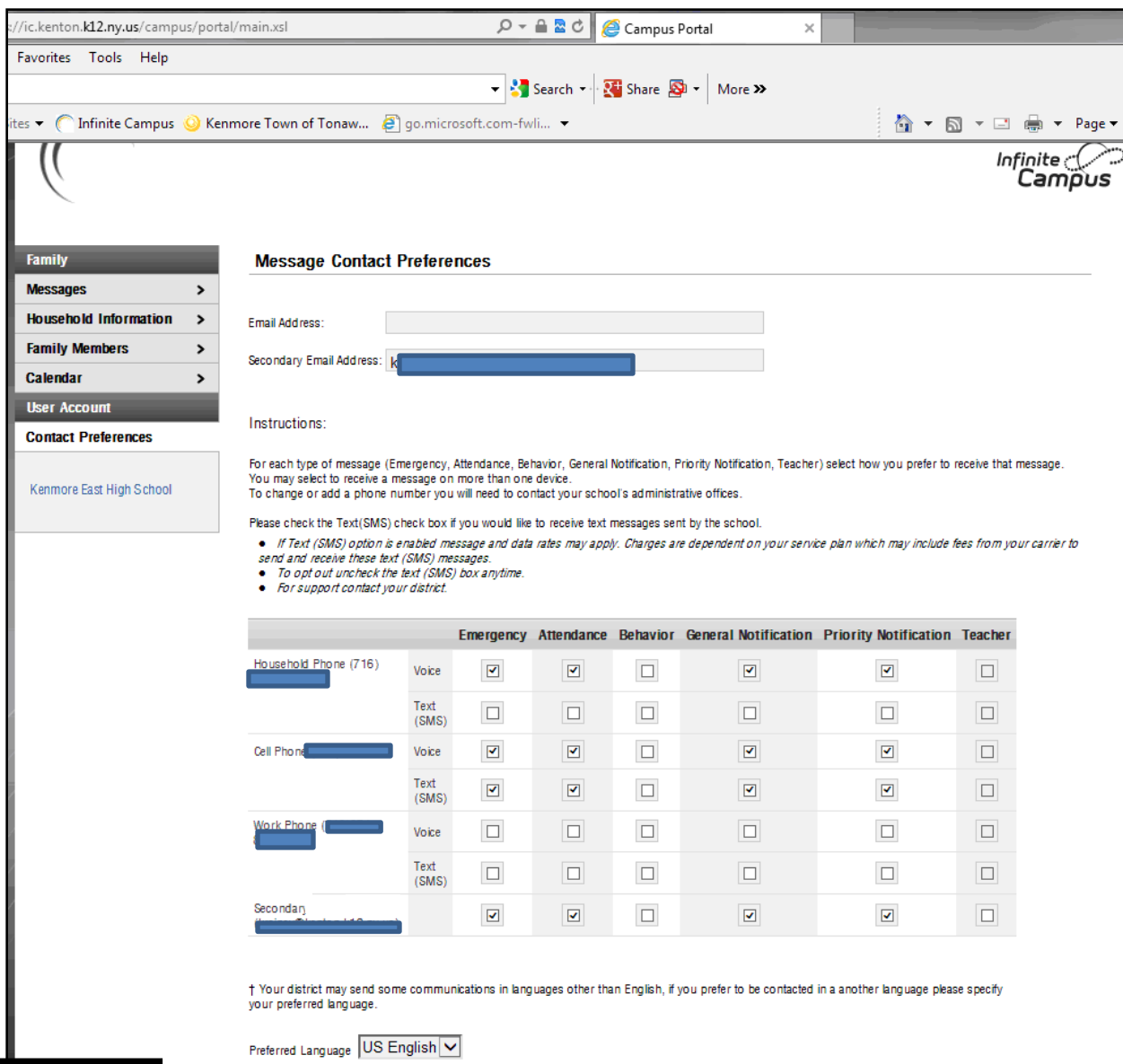
Parent 2 Name _____

Personal Contact Information			Messenger Preferences Contact Reasons						
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior	General	Priority	Teacher	
Email: <input type="text"/>	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary Email: <input type="text"/>	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone:		Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Phone:		Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Phone:		Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pager:									
(<input type="text"/>) <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="checkbox"/>								

Step- By Step Directions

to Change Messaging System Settings in the Parent Portal

1. Visit www.ktufsd.org and click on the  icon located at the top right. Next, click on link to Parent Portal and sign in here. If you have not created an account or if you have any problems with your account, email icportal@ktufsd.org
2. Click on “Contact Preferences”



Message Contact Preferences

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees from your carrier to send and receive these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (716) <input type="text"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone <input type="text"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone <input type="text"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary <input type="text"/>	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

3. Click on the check boxes you would like to add or change. **(see example in box below)**
 - We will not be using the messaging system for “Behavior” or for “Teacher” use at this time so please disregard these columns.
 - It is important that you check “work phone” if you would like to be contacted at work. We did not set work phone as a default because many people may not be contacted at work. Remember, the automated system will leave a message – it cannot dial an extension - so if a switchboard operator answers, it will leave the message.

3. Click “Save” when you are done!

Save