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 - District-Wide	Parents/guardians	Voicemail
 School/weather closings 	Faculty	Email
Lock downs	Staff	Text
 Other emergency events 		Infinite Campus Inbox
District Press Releases	Parents/guardians	Email Infinite Campus Inbox
	Faculty/ Staff	Text
Emergency Events - Building Level	All contacts specific to the building:	Voicemail
 School/weather closings 	Parents/guardians	Email
 Lock downs 	Faculty	Text
 Other emergency events 	Staff	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	All contacts specific to the building:	Text
Parent/Teacher Conferences	Parents/guardians	Email
Report Cards Going Home	Faculty	Infinite Campus Inbox
Upcoming Building Events	Staff	
PTA Meetings		

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								
			Messen	iger Prefere	nces Con	tact Reas	ons	
		Delivery						
Contact Information	Private	Device	Emergency	Attendance	Behavior	General	Priority	Teacher
Email:		Email						
Secondary	_							
Email:		Email						
Cell Phone:		Voice						
		Text						
Other Phone:		Voice						
		Text						
Work Phone:		Voice						
		Text						
Pager:								

- 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.

Personal Contact Information								
			Messer	nger Prefere	nces Con	tact Reas	ons	
		Delivery			_			
Contact Information	Private	Device	Emergency	Attendance	Behavior	General	Priority	Teacher
Email:		Email						
Secondary	_							
Email:		Email						
Cell Phone:		Voice						
		Text						
Other Phone:		Voice						
		Text						
Work Phone:		Voice						
		Text						
Pager:								
		-						

Step- By Step Directions

to Change Messaging System Settings in the Parent Portal

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1. Visit www.ktufsd.org and click on the ^{Grades} 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"

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(enmore East High School	You may select to receive a To change or add a phone Please check the Text(SMS	message or number you) check box i is enabled me xt (SMS) me he text (SMS)	n more than one u will need to co if you would like essage and data essages. I) box anytime.	e device. ntact your schor e to receive text i a <i>rates may app</i> i	ol's administr nessages ser ly. <i>Charges ar</i>	ative offices. It by the school. It dependent on your servi	ce plan which may include t	fees from your carrier
Kenmore East High School	You may select to receive a To change or add a phone Please check the Text(SMS • If Text (SMS) option I send and receive these te • To opt out uncheck th • For support contact y	message or number you) check box i is enabled me text (SMS) me he text (SMS rour district.	n more than one will need to co if you would like essage and data issages.) box anytime.	e device. ntact your schoo e to receive text i a rates may appl Attendance	ol's administr nessages ser <i>y. Charges ar</i> Behavior	ative offices. It by the school. <i>re dependent on your servi</i> General Notification	ce plan which may include t Priority Notification	fees from your carrier Teacher
Kenmore East High School	You may select to receive a To change or add a phone Please check the Text(SMS)	message or number you) check box i is enabled me xt (SMS) me he text (SMS) our district.	n more than one will need to co if you would like essage and data essages. b) box anytime.	e device. ntact your schoo e to receive text i a rates may apply Attiendance	ol's administr messages ser y: Charges ar Behavior	ative offices. It by the school. It dependent on your servi	te pan which may include t Priority Notification	fees from your carrier
(enmore East High School	You may select to receive a To change or add a phone Please check the Text(SMS • If Text (SMS) option I send and receive these te • To opt out uncheck th • For support contact y	message or number you) check box i is enabled me text (SMS) me he text (SMS rour district.	n more than one will need to co if you would like essage and data issages.) box anytime.	e device. ntact your schoo e to receive text i a rates may appl Attendance	ol's administr nessages ser <i>y. Charges ar</i> Behavior	ative offices. It by the school. <i>re dependent on your servi</i> General Notification	ce plan which may include t Priority Notification	fees from your carrier Teacher
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your preferred language

Preferred Language US English 🗸

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