

November 19, 2015

Dear Clintondale Parents,

Our school uses the School Messenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities and campus and district emergencies. In order to enhance our ability to accurately deliver that information we kindly request that you login to the parent portal of your student and choose the method of contact that you prefer: phone call, text, email, or all.

New Notification Features:

Unexcused Attendance Alerts

We are enabling the attendance call feature during the next marking period beginning on November 23, 2015 for **the high school and middle school**. You will receive an email, text, or phone call depending on your preference if your son or daughter has an unexcused absence in 1 or more classes. You will receive the alert after 6pm on the day the absence/s occurred. With a phone call option, you will have the ability to leave a message back after the absence notification. At that point you can confirm that your child's absence is excused or you can request a call from the attendance secretary. You can also call your school's attendance secretary with any questions.

Clintondale Middle School Attendance Secretary: 586-791-6302 x1001

Clintondale High School Attendance Secretary: 586-791-6301 x2400

SMS Text Messages Opt In for (All District)

In a few days you should receive the following text from Short Code 68453 requesting you to opt-in to receive important informational text messages from Clintondale Community Schools if you have an SMS text phone number on file. You simply reply **with Yes or Y** to continue receiving texts from Clintondale Community Schools.

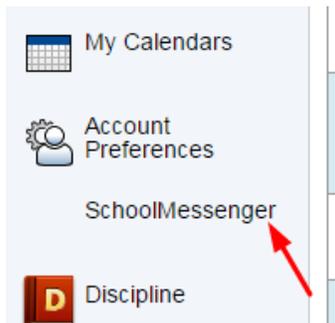
You can also text **Yes** or **Y** to number 68453 to receive text messages at any time and you can opt out at by texting "STOP" to 68453 at any time.

Choose Your Notification Preferences (All District):

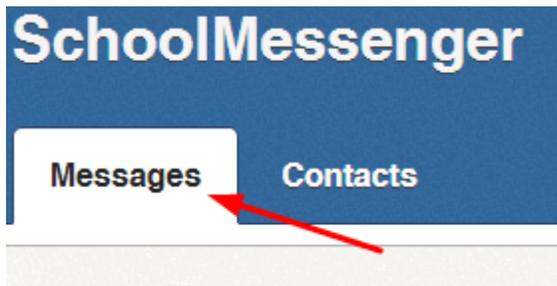
Follow the directions below to Sign into Parent Portal:

1. Login to the parent portal at <https://ps.ccs.misd.net/public> with your student's id and password.

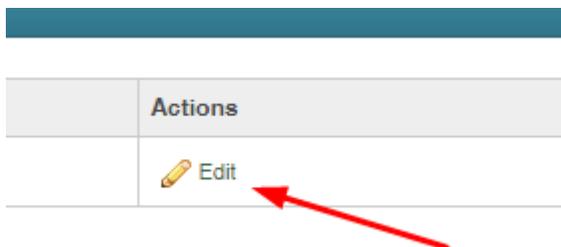
2. Click on the School Messenger link on the left side



3. The “Message” tab contains all of the messages alerts from the last 30 days



4. Click on the “Contacts” tab and choose **Edit** under **Actions** to update your notification preference for all types of notifications.

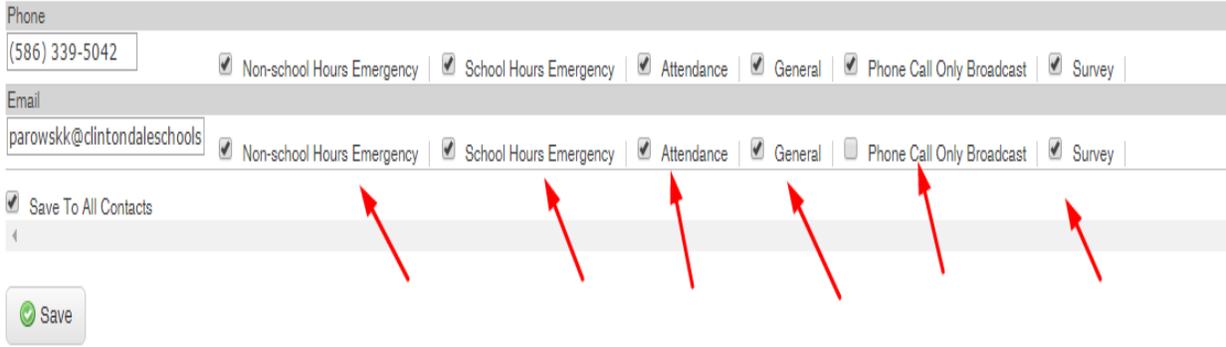


5. Under the rows, Phone, Email, and Text (SMS) you can check all notifications types you would like to receive alerts to including Non-School Hours emergency, School Hours Emergency, Attendance, General, Phone Call Only Broadcast, and Survey. You can also update your phone number and email address in that section.

Phone
(586) 339-5042 Non-school Hours Emergency School Hours Emergency Attendance General Phone Call Only Broadcast Survey

Email
parowskk@clintondaleschools Non-school Hours Emergency School Hours Emergency Attendance General Phone Call Only Broadcast Survey

Save To All Contacts



6. Press “Save” on the bottom of the page once you selected your preferences

*If you do not have your child’s parent portal login information, please call the main office of the school your child attends to request it.

Clintondale High School: 586-791-6301

Clintondale Middle School: 586-791-6302