



Information and Signup for the SchoolReach Messaging System

Dear Panther Parent or Guardian,

In our effort to continually improve communication between you and St. Anthony school, we are excited to announce the debut of a telephone broadcast system. This system, SchoolReach, will notify all families by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders.

When used, the service will simultaneously call all phone numbers in our selected parent contact list and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machine.

Here is some specific information you should know:

- **Caller ID:** The Call ID will display 574-233-7169, which is the main number for St. Anthony de Padua.School
- **Live Answers:** There is a short pause at the beginning of the message, usually a few seconds. Answer your phone as you normally would; "hello" and hold for the message to begin. Multiple "hellos" will delay the message. *Inform all family members who may answer your phone of this process.*
- **Answering Machines:** The system will detect that your machine has answered and will play the recording to your machine. The phone will ring for up to 40 seconds. *Make sure that your machine answers after four rings or you may miss the message.*
- **Message Repeat:** At the end of the message you will be prompted to 'press any key' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then 'repeat' the message in its entirety.

Please fill out the information on the reverse side of the sheet so that we can have the most current, updated information with which to contact your family. We are looking for specific information here, including an email that will help us to contact families in the event a cell number or home number changes.

Thanks in advance for helping to get this new system up and running. We think it will be an effective tool in helping St. Anthony school keep you involved and up to date with what is happening on our campus.

Phone Information Form

The Primary Contact Number will be used to call you every time we send a SchoolReach call, regardless of the urgency of the message.

The email will be used to contact those whose numbers have changed, or in case email communication is preferred for smaller groups (ie. HASA leadership). Please include information for each child.

Please consider these numbers carefully and make an effort to keep us informed as soon as possible if either number changes for any reason.

Child 1: Last Name: _____ First Name: _____

Primary Contact Number: (_____) _____ - _____

Email: _____

Child 2: Last Name: _____ First Name: _____

Primary Contact Number: (_____) _____ - _____

Email: _____

Child 3: Last Name: _____ First Name: _____

Primary Contact Number: (_____) _____ - _____

Email: _____

Child 4: Last Name: _____ First Name: _____

Primary Contact Number: (_____) _____ - _____

Email: _____

Thank you for your assistance and please be sure to have your child return this form by Wed., Oct. 14. to their homeroom teacher.