



St. Jerome Regional School

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Communication on Alert Preferences:

Dear SJRS Parents/Guardians,

Communication is very important to the success of our school and to the students and families we serve. We have purchased OptionC's Parent Alert System. This feature allows us to communicate with you during a school emergency situation. We will also use the Parent Alert System to send communications to your home. These communications could be: Monthly Lunch Calendars, Weekly Newsletters, or Daily Announcements.

In order for you to receive this information we must have good emails and phone numbers entered into OptionC. Please take the time today and log into OptionC and confirm we have the right information and select your alert preferences.

Step 1: Login to OptionC's Parent Portal – your child's teacher should have provided you with your login information.

Step 2: Navigate from the Parent Portal dashboard through the menu options and select the Office option.

Step 3: From the Office option select Contact Information. Please confirm information or correct information that might be wrong such as primary phone, home phone, and mobile phone. Then confirm that your email is correct.

Step 4: Navigate to the Communication option. Then select Manage Alerts.

Step 5: Under Manage Alerts, select your desired options for voicemails, emails and text messages.

We appreciate your help in confirming our information is correct.

We are committed to preparing our students for lifelong growth, responsible citizenship and family life with a focus on the teachings of the Catholic Christian Ministry.

Have a blessed day!

Amy M. Hannis-Miskar

Principal

(Please see back of sheet)

OptionC Information:

The OptionC Parent Portal allows schools to communicate with the families. Parents can view much more than grades online. We will use this to continuously update our families with things that are happening at school. We encourage you to login EVERY day, just as you would in your personal email or social media accounts. Option C offers a lot to our families. Some of the things that you will be able to see in OptionC are:

- Online Attendance Reports
- Saint of the Day
- Online Grades
- Private Messages from Teachers
- Saint of the Day

Parent Alert System Information:

Parent Alert is the OptionC school messenger that we have purchased in addition to the OptionC Student Information System. We want to communicate with our families on how to update and make changes to all of your information and mark your preferences online within the OptionC Parent Portal.

The Parent Alert System can send Voicemails, Emails, and Text messages during an emergency when school is closed but our school can also use it for email communications. In order to make sure that SJRS can communicate with the Parents/Guardians we need good email addresses, home phone numbers and mobile phone numbers.

We are providing you with instructions on how to change your preferences once you have logged into OptionC's Parent Portal. (See Attachment)