

Dear Parent(s) and Guardian(s),

We have recently implemented a change to our notification system, SwiftK12.

This notification system is loaded with new features that will make it easier for us to keep contact with your family. SwiftK12 allows our School Division to send messages using phone, email and SMS text messaging. The Parent/Legal Guardian contact information you supplied in the 2022-2023 Demographic Update Form will now be used for these messages.

SwiftK12 is integrated within the existing Parent Portal. When you login to the Parent Portal (we suggest you log-in using Chrome or Firefox) you will see a link called **SwiftReach SwiftK12** on the left navigation pane under Alerting.

Below is the view of the home page once inside your Parent Portal.

\* Click on the SwiftReachSwiftK12 icon on the top left pane.

The screenshot displays the Parent Portal interface. At the top, a dark blue header bar contains the names 'Anne' and 'Frank'. Below this, the left navigation pane is visible, featuring a section titled 'Alerting' with a red circle highlighting the 'SwiftReach SwiftK12' link, which is accompanied by a graduation cap icon. Other links in the 'Alerting' section include 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', and 'School Bulletin'. The main content area on the right has a light blue header with the 'SwiftK12' logo. It contains three sections: an orange 'RSS Feed' section, a light blue 'Documents & Files' section with a table header (Date, Name, Description) and a message 'Looks like there are no documents or files currently available', and a blue 'Recent Alerts' section with a table header (Date/Time, Category, Name) and a message 'Looks like there are no recent alerts.'

Anne Frank

Alerting

SwiftReach SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin

SwiftK12

RSS Feed

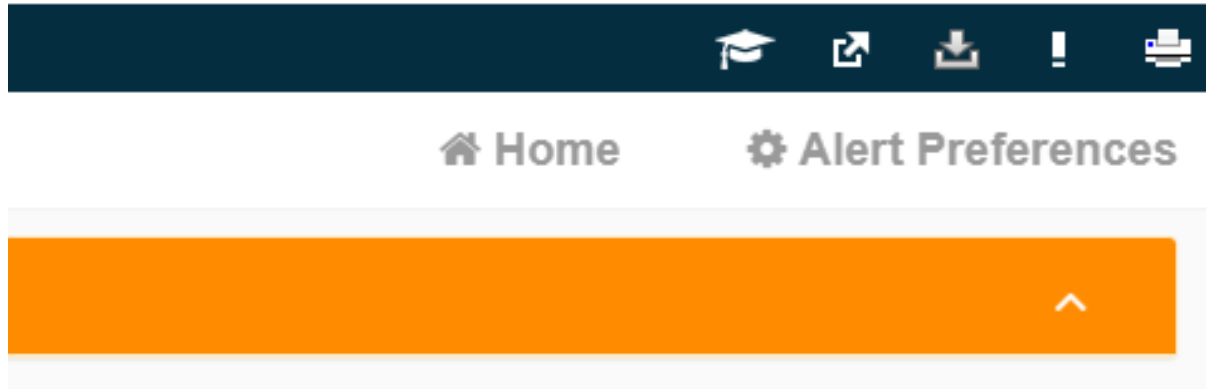
Documents & Files

Date	Name	Description
Looks like there are no documents or files currently available		

Recent Alerts

Date/Time	Category	Name
Looks like there are no recent alerts.		

To review your contact preferences click on **“Alert Preferences”** on the top right of the screen .



After clicking on the **Alert Preferences** tab, your Contact Information will load.

Click on the orange “Alert Preferences” tab to update/change your preferences for Alert categories.

**IMPORTANT: You will need to do this for each child attached to your Parent Portal Account.**

- **WC General Information:** By checking this box you will receive School Newsletters, Parent Teacher Interviews, Hot Lunch, General School and District Information, etc
- **WC Weather:** By checking this box you will receive information pertaining to School Closures, Bus cancellations/ delays and Inclement Weather
- **Attendance:** By checking this box you will receive Daily Attendance alerts relevant to your child (varies depending on School protocol)

**To update or change your contact information such as Email and/or Phone Number,**  
**please contact your school Admin Assistant.**

A screenshot of the SwiftK12 Parent Portal interface. At the top, the SwiftK12 logo is on the left, and 'Home' and 'Alert Preferences' tabs are on the right. Below the tabs is a light blue header bar with the text 'Contact Information - Daren Dugger'. The main content area is titled 'Basic Information' and features a green '+ Add New Field' button. Below this, there are six rows of contact information, each with a label, a text input field, and three action buttons (Edit, Alert Preferences, Delete). The rows are: Email (Current) with 'test@test.test', Email (Additional) with 'ddugger@alertsolutions.com', Email (Current) with 'rtetzlaiff77@gmail.com', Landline (Daytime) with '5735184463', Landline (Daytime) with '4012438421', and Landline (Work) with '2012361344'. The final row is Mobile (Mobile) with '9088686095'. Each row has an 'Edit' button (blue), an 'Alert Preferences' button (orange), and a 'Delete' button (red).