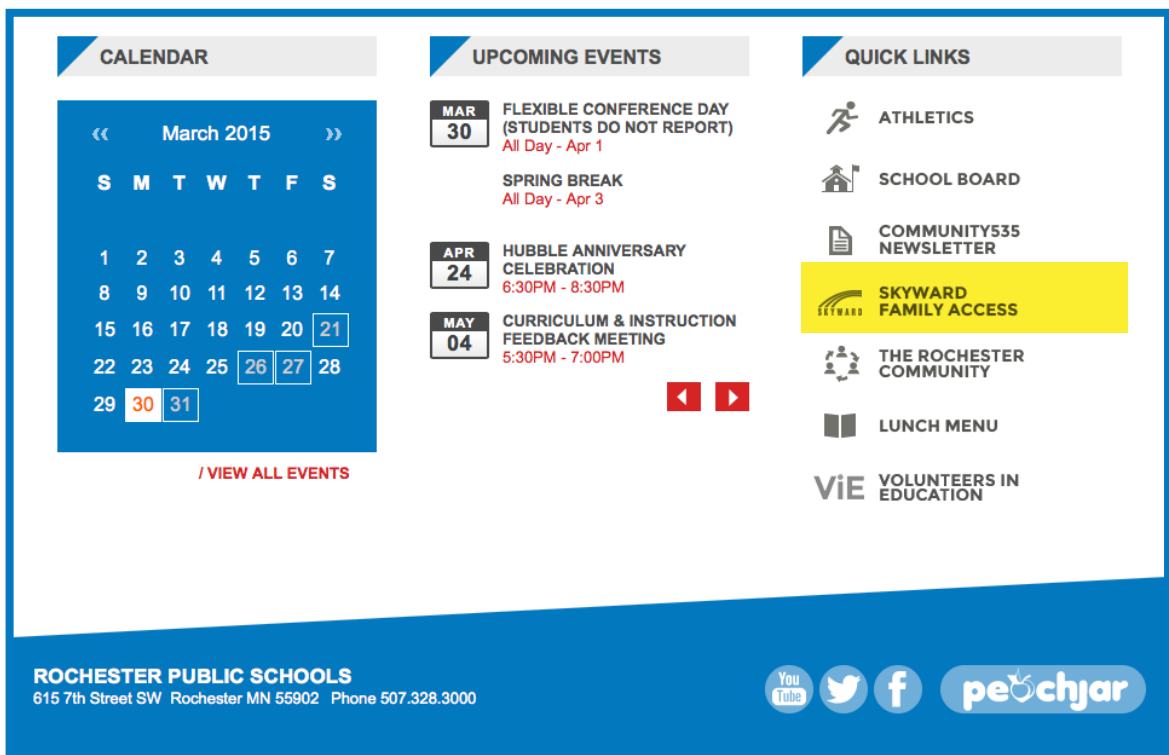# Dear Rochester Public School Families,

Communication is important to us at Rochester Public Schools. This is why we want to be able to communicate with you regularly regarding general activities in your child's school, including weather, attendance, and emergency notifications.

Rochester Public Schools continues to use a district-wide notification system called Skylert. Skylert provides the district with the ability to quickly send mass communication via phone, SMS text message (for those with a data plan), and/or e-mail.

All parents and guardians are set up to receive notifications. As a result, we're asking that every parent and guardian log into their Family Access account and update their Skylert preferences. Without your Skylert section correctly set-up you may be missing valuable school information.

To make changes to your Skylert preferences:
1. Log in to your Skyward Family Access account from the District's homepage at www.rochester.k12.mn.us. The link is located in the Quick Links area (highlighted in yellow, below).

2. Once logged in, click on Skylert on the left navigation of your Skyward account. Your Skylert settings will display.

3. Verify that your contact information including phone numbers and email address are correct.

4. You can also add additional numbers for Skylert messages (i.e., daycare or grandparents, etc.). Or add to receive text messages. Your child's teacher(s) and/or office staff will not have access to these ADDITIONAL numbers.

5. Click 'Save' when finished making changes.

With Skylert, you can set your notification preferences for all types of messages: Emergency, Weather, General and Attendance.
- Emergency notifications will include events such as school closings, safety related incidents, and other emergency notifications determined by district administrators.
- Weather notifications are strictly used for school-related issues related to the weather.
- General notifications are for informational purposes only, such as events at your child's school.
- Attendance notifications will only be generated if your student has an unexcused absence for one or more period(s) during the school day.

Thank you for taking the time to complete these instructions.

Rochester Public Schools