

Parent Alert Settings for SSAES Families

Among the many improvements St. Stephen's Armenian Elementary School's Safety Committee has implemented, in November 2013 we rolled out **Parent Alert** an instantaneous alert system through Renweb (our online school system) to allow quick and immediate notifications to parents regarding in-school emergencies and time-sensitive communications, i.e. incidents ranging from in-school emergencies and evacuations to school closings, weather delays, cancellations or schedule changes.

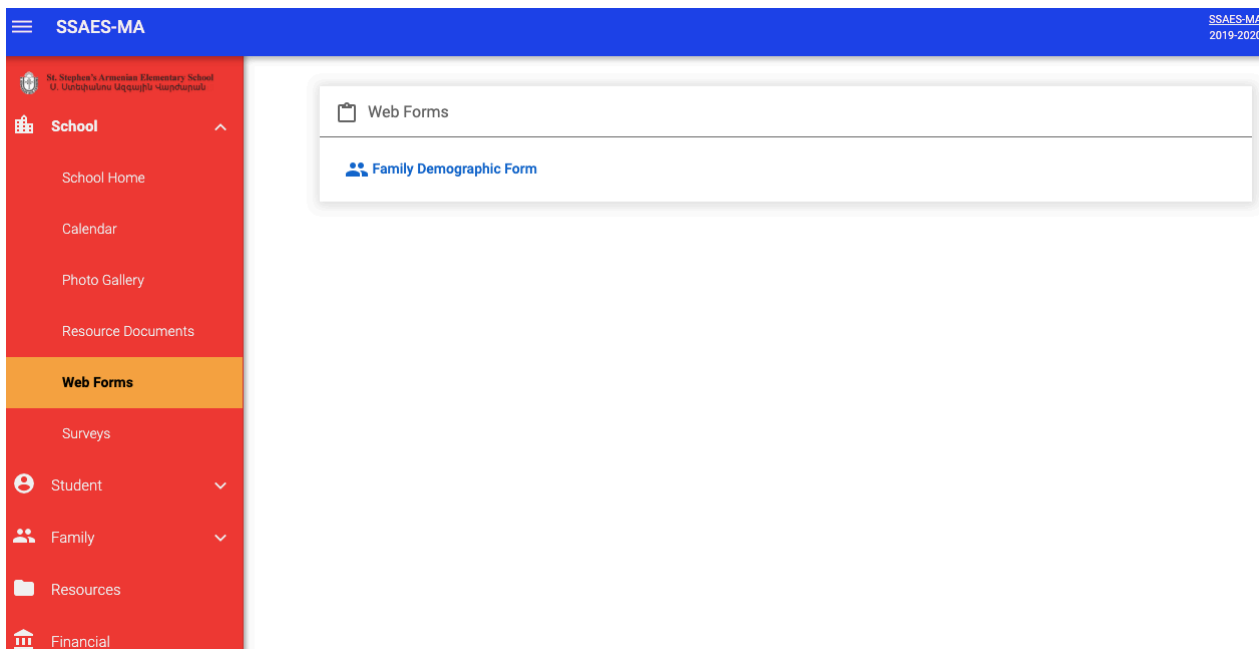
Parent Alert reduces communication time between school administration and students' emergency contacts by providing accurate and immediate alerts via:

- Text messages to phones
- Automated voice messages to work, home and cell phones
- Emails to multiple addresses

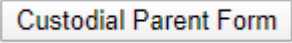
In order to successfully receive emergency notifications, all families are obligated to maintain the custodial information for each parent in Renweb and to update it throughout the year if information changes.

The details required to access the custodial forms in Renweb are as follows:

1. Login to [Renweb ParentsWeb](http://ssaes.org/parents.html). If you are a new user to Renweb login instructions are available at <http://ssaes.org/parents.html>.
2. Once logged into ParentsWeb, under 'School' tab on the left panel please click on 'Web Forms' then 'Family Demographic Form' on the right side:



- Under [Custodial Parents](#) the parent names are listed.

Click the  button for each of the parents and update phone information and notification options.

- Enter emergency contact information per Parent, i.e. home, cell and work phone numbers, and emails. Please note this information is critical to being contacted appropriately in an emergency.
- Scroll to the bottom of the form to 'Parent Preferences' section to identify the 'Parent Alert' options.
 - Select 'yes' for each phone you want to receive alerts on.
 - Select 'no' under the 'No Text' option so you can be notified by text in case of an emergency. This is not a typo! Note: the picture below shows alerts via phone and text will be sent to home, cell and work since 'No' was selected under 'No text'.

Parent Preferences:

Auto Email Gradebook Progress Report: ▾

Directory: Block Name: Yes No

Directory: Block Address: Yes No

Directory: Block Email: Yes No

Directory: Block Phone (Home): Yes No

Directory: Block Cell: Yes No

Parent Alert: Home Phone: Yes No

Parent Alert: Cell Phone: Yes No

Parent Alert: Work Phone: Yes No

Parent Alert: No Text: Yes No



- Click on 'Save'
- Please repeat Steps 5 – 8 for additional custodial parents
- If any difficulty entering Renweb, please contact renweb@ssaes.org

We realize our children's safety is as important as their education. We hope you find the work we've done invaluable and look forward to continuing to make improvements to ensure their safety and our peace of mind.

If any questions/comments regarding these safety details, please contact the Safety Committee at safety@ssaes.org.