Parent guide to SchoolMessenger:
Setting your preferences

**rillium
Lakelands**
DISTRICT SCHOOL BOARD

Have you recently been receiving a lot of messages from the school or school board?

Using the *SchoolMessenger app* or website, parents can determine how they would like to receive messages via any combination of:

Phone
(home, cell or both)

Email

Text

SchoolMessenger app/website

For each of the following message types:

• **Attendance**

• **Commercial** (school yearbook, lunches)

• **General** (message from principal and school board)

• **Important or urgent non-school hours information**

• **Secure documents** (report cards)

• **Important or urgent school hours information**

• **Survey**

• **Teacher Messaging**

Follow the steps below to create an account and set your preferences:

1.   **Download the *SchoolMessenger app***, or visit go.schoolmessenger.ca.

2.   **Create an account** (preferably using the email address you have on file with your child's school).

3.   Once you are logged in, go to **Preferences** on the left-hand menu and turn on/off phone, text, or email for each message type.

Message Preferences

School Hours Emergency

Attendance

General

Survey

Good to know:

• The phone number registered at your child's school will be used for any School Hours Emergency and/or Non-School Hours Emergency communications.

• All messages will be delivered to your account in the *SchoolMessenger app*/website. If you wish to receive messages on the app only, you can turn off phone, text, and email options for all message types.

If you have any questions please call 1-800-920-3897, or email support@schoolmessenger.com.