



Student Centered – Learning Focused
World Ready

Fremont Public Schools Department of Technology

500 Woodrow
Fremont, MI 49412
Phone: (231) 924-8195
Fax: (231) 924-8196



October 17, 2014

Dear Parents and Guardians,

Fremont Public Schools has implemented a new district-wide notification system called **Skylert**. The Skylert system sends instant communication via phone, text message, and e-mail to parents and staff. Our goal is to utilize this effective and efficient communication system as part of our continuous effort of keeping staff, students, and parents informed and safe!

The Skylert notification system allows the schools to give information to parents and staff by way of the following five categories

- **Non-school Hours Emergency** - for events that happen when school is not in session, such as school closings due to overnight snow storms.
- **School Hours Emergency** - for events that happen during the school day, such as early closings due to snow storms or other emergencies.
- **Attendance** - Messages sent out when your child is absent from class
- **General** - for informational purposes only and will reference various district or school events and information. This will include routine school/program emails.
- **Survey** - when we need your opinion on matters important to your school or the district. This option will only be used occasionally.

As a parent/guardian, this new notification system allows you the opportunity to identify your notification preferences and opt in/out of specific message types through your Skyward Family Access account. Each parent/guardian with a Skyward Family Access account can log in and set their preferences individually.

In families where parents live in separate households, both families will have the ability to set up their preferences separately. If one household is without access please follow the instructions below.

If you do not have Skyward Family Access currently set up please download the form from our website at www.fremont.net Under Schools click Skyward Family Access Application.

A custodial parent/guardian must turn this form in, **IN PERSON**. Please bring **PHOTO ID** for verification.

(over)

If you have forgotten username or password information, you can try to reset it by clicking on the **“Forgot your Login/Password?”** Link just below the Sign in button on <http://skyward.ncresa.org>. If you still can’t get in, please call the technology department at (231) 924-8195 for help.

If you do not have internet access, please call (231) 924-8195 and they can set up your preferences for you.

Directions for setting up your preferences can be found at this link:
<http://www.fremont.net/skylert>

We ask that you enable at least one method of contact for each type of message and enable as many areas as possible for emergency calls.

**** The district reserves the right to enable the primary phone for message purposes if all areas are disabled by the user. ****

Changes to the Primary Contact Information will take effect throughout Skyward, so please ensure that these numbers and email addresses are accurate. Inaccurate information in these fields will not only prevent receipt of notifications but will also hinder the school from contacting you in any situation. Only the primary guardian has rights to change Primary Contact Information.

We look forward to Skylert providing a valuable communication link between school and parents, and we welcome any questions you have as we go through the setup and launch of this new program. Please contact (231) 924-8195 if you have any questions.

We will be testing this system in the very near future. Please be aware that you will receive a test message to the email address, and phone number listed in Skyward.

Sincerely,

Rick Webb
Director of Technology
Fremont Public Schools