

To the parents of children attending the Warren School:

Our school is now using the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as attendance, food service balances, general announcements, inclement weather school closings, district emergencies, and any other type of pertinent information. In order to enhance our ability to accurately deliver that information we kindly request that you create your own contact preference profile using SchoolMessenger's Contact Manager web site.

The Contact Manager feature allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature simply follow the steps as outlined in the letter given to you at registration. If you no longer have that letter, contact Mrs. Thompson to receive the activation code and instructions via email. You will be able to set up one account for all children in your family.

When you have finished creating your account you can simply check which types of messages you would like to receive and at which phone number or email address. Make sure that you click **Save** when you are done making changes.

Thank you for signing up, and we hope you enjoy the SchoolMessenger Contact Manager!

To learn more about SchoolMessenger please visit their web site at [www.schoolmessenger.com](http://www.schoolmessenger.com)