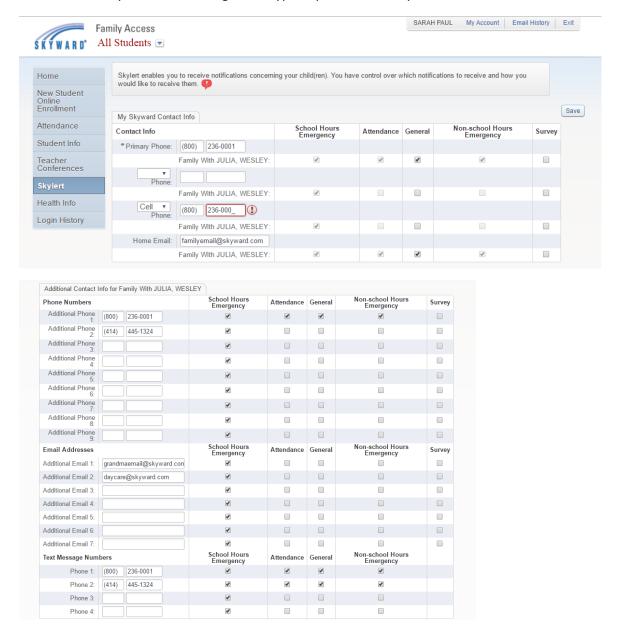
School Messenger Outline

https://asp.schoolmessenger.com/district87/index.php

Overview of what it does – makes phone calls or sends text messages to all families.

Broadcast type determines which phone numbers are called. Attendance calls all families.

Data uploaded daily based on active status. Parents can also change their info within Skyward Family Access on the Skylert tab, including which type of phone calls they will receive:



Creating lists – filtering by grade level or bus number – those lists can then be used in broadcasts, without having to re-filter.

Uploading files:

- must be csv
 - o if for existing students, just need id number and system will look up the phone numbers that have previously been uploaded
 - choose option of "id lookup"
 - o if list is PTO members or incoming K, only needs phone number, but if you want to track who was called, file should also include a name
 - choose option of "contact data"
 - Next screen will have you identify name column and phone number column(s)