

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## REQUESTING PHONE NOTIFICATION

### Purpose

SASD is partnered with a vendor to have the ability to send phone calls for both Emergency and Information Only topics as a mass calling to Parents/Staff. The following document will walk you through making a request to have a Mass Phone Message sent out. These messages can be for anything that you'd like the Parents or Staff to be made aware of, for example:

1. As an emergency for Snow – complete cancelation, delayed start or early dismissal – we can send out a call to all Home and Cell phone numbers that we have listed for the Primary Caregiver(s) of students at SASD and Staff of SASD.
2. Want to remind parents that there will or will not be school on a certain date.
3. We can inform parents of the Parent/Teacher conferences and ask if they plan to attend.

### Please use the following to request a Mass Calling Notification

Guidelines for requesting a Mass Calling Notification are:

- 1) Requests will ONLY be accepted in email format. The only exception to this rule would be in an Emergency Situation. An Emergency Situation **DOES NOT** consist of needing to send a message about Parent/Teacher Conference that starts in 2 hours and no one thought of sending out a message.
- 2) Requests will ONLY be accepted from the following individuals – all requests must be routed through one of these individuals to ensure we are not sending out information that SASD Administration does not want sent out:
  - a) SASD Superintendent
  - b) HS Principal
  - c) HS Assistant Principal
  - d) Elem Principal
    - i) The Assistant to each of the above individuals may also approve a message as long as the corresponding SASD Administrator is copied on the email. (An email may come from the Elem Principal's Assistant as long as the Elem Principal is copied on the requesting email)
- 3) All Non-Emergency Requests will be sent to [GroupTechnology@sayresd.org](mailto:GroupTechnology@sayresd.org) a minimum of 24 hours prior to the requested send date/time.
- 4) Requester must have the specified date and time when they want the message to be sent.
- 5) Requester must have the specific group(s) that they want the message to be sent to – we can send messages to only one group or multiple groups (HS & District or Snyder & Litchfield):
  - a) High School
  - b) Snyder
  - c) Litchfield
  - d) District
- 6) The outgoing message must be 250 characters or less; this is a requirement from the vendor. This

includes the “spaces” between words.

A correct request should look something like this:

The screenshot shows a mass calling interface. At the top, there are fields for 'To:', 'Cc:', and 'Bcc:', each with a 'Send' button to its left. The 'To:' field contains 'Group Technology'. Below these is a 'Subject:' field with 'One Call Message'. The main body of the message contains the following text: 'Please send the following message to ALL groups on Thursday, June 8, 2010 starting at 6 pm' followed by 'The High School would like to invite all parents at attend a Parent Teacher Conference on Tuesday, June 13 at 7 pm in the High School Auditorium. After a quick Question and Answer with the Principal, at 7 30 pm the parents will have the opportunity to go to the individual classrooms to talk to the teachers.' Three blue callout boxes point to specific parts: one points to 'Group Technology' in the 'To:' field, another points to the 'Subject:' field, and a third points to the main message body.

Sent to GroupTechnology

Specific “Send To” as well as Date/Time when message is to be sent

Message you want sent out

On option that we have with the Mass Calling is “Polling” the listener. By this, we can send a message and insert a “Yes” or “No” response. We can accomplish this by putting at the end of the message something like “Press 1 for Yes, Press 2 for No”. Technology will then receive a report of how many pressed 1 for Yes, 2 for No so the coordinator can have a better idea of who might attend a meeting.

This screenshot is similar to the one above but includes a polling instruction at the end of the message body. The 'To:' field is 'Group Technology' and the 'Subject:' is 'One Call Message'. The message body text is: 'Please send the following message to ALL groups on Thursday, June 8, 2010 starting at 6 pm' followed by 'The High School would like to invite all parents at attend a Parent Teacher Conference on Tuesday, June 13 at 7 pm in the High School Auditorium. After a quick Question and Answer with the Principal, at 7 30 pm the parents will have the opportunity to go to the individual classrooms to talk to the teachers. If you plan to attend the Conference, please press 1 now, if you do not plan to attend the Conference, please press 2 now.' A blue callout box points to the final sentence of the message body.

Notice the added line for Polling

Once the Technology Department has created the Information Only message on the vendor website (future based messages), they will then create a meeting maker request starting ½ hour prior to the requested start date/time, with a screen capture of the completed message, sent to the originator, Group Technology and All District Employees. By sending to All Employees, this will give the Sayre employees a “heads up” that the message will be coming. This should look like the following:

Send Update

To... Dayton Handrick (Staff - HS Principal); **Group Technology;** **Group All District Employees;**

Subject: One Call Now Message

Location: Tech Office

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Start time: Fri 6/4/2010

6:00 PM

All day event

End time: Fri 6/4/2010

6:30 PM

The following message was created to run at 6pm on Friday, Jun 4.

**Phone Message**

Text to Speech Message

The following Information Only Message is from the Sayre Area School District. There will be a pep rally for the Sayre Baseball State game Monday, June 7 at 11:45 am in the Lockhart Street Bowl. If you are interested in riding on the Fan Bus, please sign up by 10 am in the High School Main Office or call 888-6622. There will be a three dollar fee for the bus. The game starts at 4:30 pm. Thank you. There will be a pep rally for the Sayre Baseball State game Monday, June 7 at 11:45 am in the Lockhart Street Bowl. If you are interested in riding on the Fan Bus, please sign up by 10 am in the High School Main Office or call 888-6622. There will be a three dollar fee for the bus. The game starts at 4:30 pm. Thank you.

View Results

Message Date	Start Hour	Status	Messenger	Deliveries	Delivered	
Message Day	End Hour	Type	Source	Remain	Unreached	
<b>Pep Rally; Initiated on 06/04/2010 12:57 PM (ET)</b>						
06/04/2010	06:00 pm	Waiting to Start	Tad Davis	1,271	0	
Friday	09:00 pm	Text to Speech Call	Website	1,271	1,271	