

February 17, 2010

## **Plymouth Community School Corporation Telephone Broadcast Service**

Dear Parent,

In our effort to improve communication between parents, students, and school, March 14, 2010 Plymouth Community School Corporation is implementing a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolReach, a company specializing in school-to-parent communications. Plymouth Community School Corporation will continue to report school closings due to snow or weather on WNDU Channel 16, WTCA, and WSBT Channel 22 and will use this system as an overlay to the public announcements. **Our initial test will go to all phone numbers on Sunday, March 14, 2010.**

When used, the service will simultaneously call all phone numbers in our selected contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call.

### **PLEASE NOTE THE FOLLOWING:**

- 1) This requires NO registration by the parent on the SchoolReach website.**
- 2) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.**

### Here is some specific information you should know:

- **Caller ID:** The Call ID will display 574-936-3115, which is the main number for Plymouth Community School Corporation.
- **Live Answers:** There is a short pause at the beginning of the message, usually a few seconds. Answer your phone as you normally would; "hello" and hold for the message to begin. Multiple "hellos" will delay the message. Inform all family members who may answer your phone of this process.
- **Answering Machines:** The system will detect that your machine has answered and will play the recording to your machine. The phone will ring for up to 40 seconds. Make sure that your machine answers after four rings or you may miss the message.
- **Message Repeat:** At the end of the message you will be prompted to 'press any key' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then 'repeat' the message in its entirety.

In an important effort to make the best and most accurate use of the SchoolReach Instant Parent Contact system, we are asking that you fill out the following form with the requested necessary information (see next page). After filling this out for each of your children that attend our schools, please double check for accuracy and return it via email or hand delivery to us promptly.

Thank You,

Daniel Tyree  
Superintendent

DT/sd

## Phone Information Form

The Primary Contact Number will be used to call you every time we send a SchoolReach call, regardless of the urgency of the message. The Secondary Contact Number will be called at the same time as the Primary Number on calls where the message we are sending is of a more urgent or time sensitive nature to ensure that we get the call to you as soon as possible.

Please consider these numbers carefully and make an effort to keep us informed as soon as possible if either number changes for any reason.

**Complete a form for each child and email / return it to his/her school. If you get this as a hard copy, please return it to your child's principal. Information should be returned by March 1, 2010.**

School 1: Child's Last Name:

First Name:

Primary Contact Number:  
Student Phone Number:

Secondary Contact Number:

-----Cut Here-----

School 2: Child's Last Name:

First Name:

Primary Contact Number:  
Student Phone Number:

Secondary Contact Number:

-----Cut Here-----

School 3: Child's Last Name:

First Name:

Primary Contact Number:  
Student Phone Number:

Secondary Contact Number:

-----Cut Here-----

School 4: Child's Last Name:

First Name:

Primary Contact Number:  
Student Phone Number:

Secondary Contact Number:

***Thank you for your assistance and please be sure to return this form as soon as possible.***