



In our effort to improve communication between parents and school, Hamlin ISD 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. This service has the flexibility to provide voice, text and email messages based upon the contact information we have on file for your student. There is also an “app” for iPhone and Android mobile devices.

Hamlin ISD will continue to report school closings due to snow or weather on KTXS, KTAB, KRBC, KGNZ, Abilene and KVRP Haskell and will use this system as an overlay to the public announcements and SchoolWay already being utilized.

When used, the service will call all phone numbers in our selected parent 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.

In an effort to ensure you receive these communications, please note the following:

- 1) Please make sure the school’s office has updated contact information on file.
- 2) Caller ID: This is the number that will be used for all SchoolReach calls:
 - a. Administration-325-576-2722
 - b. Elementary – 325-576-3191
 - c. Jr/Sr High – 325-576-3624
- 3) Live Answers: SchoolReach uses voice detection technology so you only need to say “hello” once. The message will usually begin in a few seconds after it detects your voice. Please note that multiple “hellos” will delay the message.
- 4) Message Retrieval Line: SchoolReach archives our school’s messages for 30 days, just in case you miss them. Simply call – from the phone number you have on file – this number: 855-955-8500 and follow the prompts to hear any/all messages sent.
- 5) Parent page: Recipients may register their numbers at: <http://parents.schoolreach.com> to review past messages and manage Opt-In preferences.
- 6) Answering Machines/Voice Mail: They system also detects answering machines and voice mailboxes and will deliver the recorded message. Please note that the recommended number of rings for answering machines is four and be sure that recordings are free of any “pauses.”



- 7) 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.

PLEASE NOTE THE FOLLOWING:

1) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Please make every effort to provide the school with current and accurate phone information any time there is a change to ensure that you do not miss important information.

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 the following form with the requested necessary information (See next page). After filling this out for each of your children that attend our school, please double check for accuracy and return it to us promptly.

If you have any questions, please contact the following:

Dr. Randy Burks, Superintendent at 325-576-2722

Louise Peña, Superintendent's Secretary

Katrina Bogle, District Technology Director

Matt Pond, Jr/Sr High Principal at 325-576-3624

Shiela Maberry, Jr/Sr High Secretary

Kenda Cox, Elementary Principal at 325-576-3191

Billie Bates, Elementary Secretary



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.

Child 1: Last Name: _____ First Name: _____

Primary Contact Number: (_____) _____ - _____

Secondary Cont Number: (_____) _____ - _____

Email Address: _____

Check here if contact information for additional students are the same as Child 1.

Child 2: Last Name: _____ First Name: _____

Primary Contact Number: (_____) _____ - _____

Secondary Cont Number: (_____) _____ - _____

Email Address: _____

Child 3: Last Name: _____ First Name: _____

Primary Contact Number: (_____) _____ - _____

Secondary Cont Number: (_____) _____ - _____

Email Address: _____

Child 4: Last Name: _____ First Name: _____

Primary Contact Number: (_____) _____ - _____

Secondary Cont Number: (_____) _____ - _____

Email Address: _____

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