

Lowpoint-Washburn C.U.S.D. #21

508 E. Walnut St.

Washburn, Illinois 61570

PH: (309) 248-7522 Fax: (309) 248-7518

Parker Dietrich, Superintendent

November 3, 2011

Dear Parent or Guardian:

The Lowpoint-Washburn School District will again this year use a telephone broadcast system that will enable school personnel to notify 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. **The Lowpoint-Washburn School District will continue to report school closings due to snow or weather on TV channels 31, 25 and 19, WMBD 1470 radio and channel 25 and 31 internet sites and will use this system as an overlay to the public announcements.**

When used, the service will call home and cell numbers provided by parents 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 and busies will automatically be retried twice in fifteen minute intervals after the initial call.

Please note the following:

1. The call ID will display 309-248-7522 which is the main number for the School District.
2. Live answers: There will be a short pause at the beginning of the message usually a few seconds. Answer your phone as you normally would and hold for the message to begin. Multiple "hellos" will delay the message.
3. Answering machines: The system will detect that your machine has answered and will play the recording for your machine. Make sure your answering machine answers after four rings.
- 4) Message Repeat: At the end of the message you will be prompted to 'press any key' to hear the message again. This is helpful when a child answers the phone and hands it to a parent.

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.

Sincerely,

Parker Dietrich

Parker Dietrich, Superintendent L-W #21

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