



ARAPAHOE CHARTER SCHOOL

Your K-12 Regional Public School of Choice

Too Many Calls?

Are you getting too many Alerts? There is a way to control some of what you get.

There are different categories of Alerts. We use Attendance, Emergency, and General.

Attendance Alerts are the calls you get when your child is absent.

Emergency Alerts are used for weather closings, reminders about half days, etc.

General Alerts are things like activity announcements (assemblies, sporting events, etc.)

You can edit your General Alert preferences.

To edit the General preferences you need to have your Parent Portal account set up.

In the Parent Portal, in the upper left-hand corner, click on SwiftReach K12 link.

You should now see a screen similar to this:

The screenshot shows the 'Alert Preferences' page in the SwiftK12 Parent Portal. The page is organized into four main sections, each with a sub-header and a list of options with checkboxes:

- Attendance:** This category is for alerts associated with attendance. Options include: Home Phone (unchecked), Parent 2 Email (checked), Parent 1 Cell Phone (checked), Parent 2 Home Phone (unchecked), Parent 1 Email (checked), Student Email (unchecked), Parent 1 Home Phone (checked), and Parent 2 Cell Phone (checked).
- Emergency:** This category is only for emergencies. Options include: Home Phone (checked), Parent 2 Email (checked), Parent 1 Cell Phone (checked), Parent 2 Home Phone (checked), Parent 1 Email (checked), Student Email (unchecked), Parent 1 Home Phone (checked), and Parent 2 Cell Phone (checked).
- General Information:** These are alerts that are for general information and reminders. Options include: Home Phone (unchecked), Parent 2 Email (checked), Parent 1 Cell Phone (checked), Parent 2 Home Phone (unchecked), Parent 1 Email (checked), Student Email (unchecked), Parent 1 Home Phone (checked), and Parent 2 Cell Phone (checked).
- School Cancellation:** School is closed. Options include: Home Phone (unchecked), Parent 2 Email (checked), Parent 1 Cell Phone (checked), Parent 2 Home Phone (unchecked), Parent 1 Email (checked), Student Email (unchecked), Parent 1 Home Phone (checked), and Parent 2 Cell Phone (checked).

A green 'Save Changes' button is located at the bottom left of the form.

The default for General Information is that every option is checked. To stop receiving the Alert to a phone or email uncheck the item.

When you are done, click “Save Changes”.