

SWIFTK12 CONTACT INFORMATION

As a reminder, SwiftK12 is our new Alert system for emergency and non-emergency notifications that is aligned with PowerSchool. The SwiftK12 features in the PowerSchool Parent Portal have been enabled for parents/guardians to add/change Contact Information and Alert Preferences. [IF YOU ARE SATISFIED WITH HOW YOU ARE CURRENTLY RECEIVING MESSAGES, YOU DO NOT NEED TO DO ANYTHING.](#)

To make changes you must use the SwiftK12 link in the upper left corner of the home page of the Parent Portal on a computer, not in the APP. To see the information that is in our database for Demographic Information, click on Contact Information. If you have to add additional numbers for grandparents/babysitters, etc., please do NOT use the spaces that are labeled *Mother Day Phone* or *Father Day Phone*. Please only change the numbers listed there if they are incorrect or you need to make an update. If you want to add a number for a grandparent or babysitter, etc., please use the *Mother Home Phone* or *Father Home Phone* sections if they are the same as the respective Day Phone numbers. The label for those phone number fields will not change. You can add an additional email address to the *Guardian Email* section by adding a comma, then adding the additional email address (ex. JaneSmith@gmail.com,JohnSmith@gmail.com). Parents/guardians may opt out of non-emergency alerts by using the Alert Preferences feature. Please make sure that the information that you change or add is accurate.

Should you have any questions, please call the School Office at 732-254-7105.