

## **INSTRUCTIONS TO PARENTS:**

### ***HOW TO OPT IN (or OPT OUT) OF TEXT MESSAGING FOR SCHOOL ALERTS***

#### **To Opt IN:**

1. Call your child's school and make sure that office has your cell phone number listed in their 'SDS' database.
  - a. If their answer is 'no', give them your cell phone number and that office will put it in the SDS database; you should then receive a text message within 24 hours, asking if you want to "opt in" to the school alert-text messaging service.
  - b. You must reply to this text message in order to receive future messages.
2. If the schools says 'yes', your cell phone number IS listed in the SDS database, but you are not currently receiving text messages from the school alert system, then do the following:
  - a. Send a text to this number: **6 8 4 5 3** with the following:
    - To Opt-In: Type "Y", "YES", "OPTIN", "OPT IN", and "SUBSCRIBE" are all acceptable keywords for subscribing to SMS text messaging.

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#### **To Opt OUT:**

1. If the schools says 'yes', your cell phone number IS listed in the SDS database, and you **DO NOT WANT TO RECEIVE TEXT MESSAGES** from the school alert system, then do the following:
  - a. Send a text to this number: **68453** with the following:
    - "END", "CANCEL", "OPT OUT", "OPTOUT", "STOP", "QUIT", and "UNSUBSCRIBE" will cancel SMS messages to the recipient.