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Dear Parents/Caregivers of Tenafly Students,

Before the close of last year, the Tenafly Public Schools implemented *Blackboard* as its system for communications and for the website. *Blackboard* is the central communication means for the Tenafly Public Schools. While we foster and support a school's supplemental choice of communication, such does not replace the *Blackboard* system as the method of primary communication between our schools and your homes.

Our schools use *Blackboard* to send home notifications as well as emergency alerts:

- Notifications are used to share general information with the families of our students, such as fundraisers, upcoming events, reminders, and the release of administrative communication.
- Emergency Alerts are used to inform parents/caregivers of important and time-sensitive information related to unplanned changes in schedules, school closings, and significant events

As recipients of *Blackboard* communications, you have the opportunity to select the means for receiving what we send out as a Notification. Your choices are:

- Voice
- Text
- Email
- App

You may select to receive notifications via all forms, or you may select only one, two or three depending on your preferred manner(s) of communication.

Emergency Alerts go out to all contact communication on record for all related parents/caregivers, regardless of the chosen medium.

For example, you may have chosen to receive notifications by email only, but in the event of an emergency alert, we will access all of your contact information on record to ensure that you receive the alert in all ways possible: email, voice and/or text.

Remember: How you select to receive notifications has no impact on the way you will receive emergency alerts.

Here is what you can do now to make sure you are receiving notifications in your preferred style *and* to ensure you receive emergency alerts in as many ways as possible:

1. Go to the Quick Start guide (Parentlink access):

<https://www.tenaflyschools.org/cms/lib/NJ02210482/Centricity/Domain/47/Parent%20web.pdf>

2. or log on directly at:

<https://tenafly.parentlink.net/>

3. Go to:

- Account (top right in black banner)
 - Defaults to Account info:
- Check Delivery addresses (home phone, cell phone, email)
 - Please note that you can only modify information labeled 'User Defined'
 - All other primary information has been imported from Genesis and cannot be altered
- Check Delivery Preferences **TAB** (top Center)
 - You can only modify Emergency and Other options by clicking on icon for App, text, phone, Email (Please note that emergency alerts override all delivery options)

To download the App:

- <https://www.tenaflyschools.org/cms/lib/NJ02210482/Centricity/Domain/47/Mobile%20APP.pdf>
- Follow directions on Mobile APP set up.

I hope you found this information helpful and look forward to continuing to enhance the home/school connection through effective and efficient communication.

Should you have any questions, do not hesitate to reach out to me at 201.816.4502.

Very Truly Yours,

Shauna C. DeMarco

Tenafly Public Schools
Superintendent