**Secondary School Parent Letter Regarding Texting**

[Insert Date]

Dear [Insert School Name] Parents,

I would like to take this opportunity to tell you a little about one of our communication tools — text messages. At [Insert School Name], communication is one of our top priorities. We all must work together to ensure that our students are successful, which is why believe it’s so vital for our parents to stay informed. Text messaging will help us achieve that goal.

Text messaging does not replace our existing means of communications — callouts, emails, letters sent home with students, or notices posted on our website. Rather, it is an additional way to quickly and efficiently contact you about campus emergencies and other important district and campus events.

Signing up for HISD’s text message emergency alert system is simple. It just takes two steps:

1. Text “YES” to 68453. In response, you will receive the following message: *You’re now registered with the SchoolMessenger notification service. Reply STOP to cancel, HELP for help. Msg & data rates may apply. 3msgs/mo. Schoolmessenger.com/tm.* Repeat this process for every cell phone number you want registered with the system. You may also register your student’s cell phone number, if you would like them to receive text messages.
2. Be sure all cell phone numbers — including student cell phone numbers — are registered with our School Information System (Chancery) and kept up-to-date. This can be done at the beginning of the school year by completing a student enrollment form or by updating your parent contact information sheet. You may also call our school registrar or data clerk at [Insert School Number] to confirm that all relevant numbers are correct.

Please note: You may incur text message charges from your cell phone company. We encourage you to check with your service provider to make sure that texting is included in your cell phone plan before signing up.

We encourage you to sign up for the service. If you have any questions or would like additional information, please call our school office at [Insert School Number].

Best regards,

[Insert Principal Name], Principal

[Insert School Name]