

Grand Ledge Public Schools uses SchoolMessenger to communicate with families regarding school closings, school events, food service balances, student attendance and many other important notices. Parents/guardians may now establish how our system communicates with them.

To change the settings, parents/guardians should log into PowerSchool and click the 🏼 icon:



Then click "Contact Manager"

Applications		Close	
Applications	Description		
Contact Manager	SchoolMessenger - Contact Manager		

Then click "Contacts" followed by the "Edit" action for each of their children.

SchoolMes	senger		Grand Ledge P	Help Logout
Messages Cor	ntacts			
Contacts				
First Name	Last Name	ID#	Actions	
			Calit Edit	

The next screen contains all the phone numbers and email addresses reported to the child's school. For each number/email, choices can be made to receive notifications for the various categories by clicking the boxes.

- Non-school Hours Emergency would be used to send Emergency information when school is not in session.
- School Hours Emergency would be used to send Emergency information when school is in session.
- Attendance is used only by Grand Ledge High School to report student absences to parents/guardians
- Food Service is used to notify families when a student's food service balance is less than \$0
- General most communication is sent with this category by the district and schools
- Student EMail is used to send email to students
- Survey is used for quick surveys
- The message sender chooses how to send the message (Phone, EMail and/or Text), so parents/guardians are encouraged to ensure that for each message type numbers and/or email addresses are identified.

After making desired changes click save at the bottom of the screen.

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Save To All Contacts				