



# Pocono Mountain School District

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**Dr. Catherine Sweeney**

*Assistant Superintendent for Curriculum and Instruction*

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Dear Parent/Guardian:

Pocono Mountain School District is using a web-based messaging program called ParentLink to communicate with the parents/guardians of students in the district. With the start of the school year, all schools in the district will be using the basic attendance messaging system. In addition, our schools can use a feature in the system for customizing messages.

It is **very important** that you keep the school(s) up-to-date with your primary phone numbers for your home, cell or work. If Parent Link cannot reach the primary number, it will continue to call for six (6) attempts. When you have a change in this number, you need to inform the school(s) your child(ren) attend(s) as soon as possible. We can only get the information to you if we have accurate phone numbers in our system.

ParentLink will automatically call your primary phone number at 11:15am to notify you of your child's absence from school. An example of the telephone message for attendance is as follows: "**John was absent today. Please turn a written excuse for your child's absence to the building attendance office within 3 days of one's return to school or after ten consecutive days of absence or the absence will be declared unlawful. If you have any questions about this message, please contact your child's school. To repeat this message, press 1.**" You will not receive multiple calls if you have more than one child in the district who are absent on the same day. The program will only call your home once with all of the children's names in the message.

ParentLink also allows for custom messages to be sent by a school administrator. This allows for the delivery of valuable information when and where it is needed. For example, parents/guardians of students at Clear Run Intermediate School may receive a call notifying them of a school band or choral concert. The custom messaging system can also be utilized to notify you of school delays or closings due to inclement weather.

The District is pleased to be able to provide this service to you and hope you will find it to be an asset in keeping you apprised of important information as swiftly as possible. If you have any questions or concerns, please **call your child's Building Principal** by calling 839-7121. If you do not know the extension for your child's school, the switchboard operator can assist you.

Sincerely,

*Catherine Sweeney*

Dr. Catherine Sweeney

Assistant Superintendent for Curriculum and Instruction

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