

Dear parents/guardians:

Springfield Public School District 186 uses text notifications for weather cancellations, significantly late buses* and other important messages. If you are interested in receiving text notifications, please use one of the sign up options below. Please be aware that, if you choose to sign up for text notifications, you may receive both a phone call and text message from Parentlink (automated phone service) whenever automated messages are utilized.

*Late bus notices are based on the communication District 186 receives from First Student.

Option 1 – Self Sign Up using the District Information System

If you have access to your student’s electronic cumulative folder, you can sign up for text notifications using the following steps. In order to expedite the sign up process, we suggest using this option.

1. Log onto the Information System (<https://186.springfield.k12.il.us/IS3/>) using your parent log in. The student’s log in does not have the notification option.
2. From the side menu, select Prefs.
3. From the top menu, select Notification Config.
4. Add phone number for texts (Please note that if you already receive other notifications by text, a number will be listed).
5. Select a service provider.
6. Click the box to agree to accept any fees charged by your service provider for receiving text messages.
7. In the ParentLink section, click the text box.
8. Click save at the bottom of the page.

Option 2 – Complete and return this form to your student’s school.

_____ Student name Parent name _____

Please list your primary phone number (the home or cell phone number that should be considered as primary).

(____) _____ - _____ Can this number receive text messages? _____
Primary phone number Yes No

If the primary phone cannot receive text messages, please provide a phone number to receive text messages.

(____) _____ - _____
Phone number for text messages

I accept any fees charged by my service provider for receiving text messages.

_____ Parent signature Date _____

I do not want text notifications.

_____ Parent signature Date _____