



an online information service for parents and students

WHAT IS THE MESSAGE CENTER?

The Message Center is a new and integral component of InfoDirect®, your online connection to the school. The Message Center is a communication tool that allows us to send documents that we would normally print from school or prepare messages and send to parents. Parents are able to read the message and/or open the documents from their computer at home, preview them, or print them. Should you have a question or comment about the document, you can then reply by typing a message and addressing it to a teacher or staff member. The message is sent back to the school and delivered to that teacher or staff in their announcement center. The receiving staff member can, if necessary, return a response back to the message center. All of this communication happens in the School Dynamics® program.

HOW DOES IT WORK?

First an email is prepared for each parent and sent to their email address informing them that a document has been sent to their message center. Next, a message and the document is packaged in a PDF-formatted digital file and sent to the message center. The parent receives the email telling them that a document is in the message center. When you go to the Message Center, a list of messages will appear on their Message Center screen. If you click on a message, a viewing pane fills and presents information about the document. The parent can then click on a paperclip attachment icon, and the document opens just as if it were printed at school. The parent can then preview or print the document from home. At that time, the parent can select a teacher or staff person at the school in a drop-down menu, and reply to the message.

WHY USE THE MESSAGE CENTER?

A reason to use the Message Center is that it guarantees that parents will receive a document sent from the school. It's a continual problem to make sure that parents have successfully received a document. Schools often insist that students obtain signatures and return the document to the school, which burdens the teachers or staff to check each returning document and impose consequences to the students who "forget" to return them. When a document is sent to the parents through the Message Center, the transaction takes place between the parent and school. The student is out of the loop. When a parent opens the document in the Message Center, a digital signature is placed on that document. The school, at any time, can look at any document sent and see who opened it and when it was opened. The Message Center will save you tremendous amounts of time that can better be invested in the lives of your students.

WHAT ABOUT OUR PARENTS WHO DON'T HAVE A COMPUTER OR INTERNET ACCESS?

When a document is sent to the Message Center, the computer will determine if the person who is receiving the document is signed up for InfoDirect®. If they are, it will send the message to them digitally. However, if they are not, the computer will print the document and it will be sent home in the normal fashion.

WHAT DOCUMENTS CAN BE SENT THROUGH THE MESSAGE CENTER?

- Report Cards, Transcripts
- Discipline letters and detention notices
- Student directories
- Re-enrollment letters
- Absentee and tardy letters
- Student schedules