

# MONTGOMERY HIGH SCHOOL

22825 Highway 105 West • Montgomery, TX 77356  
(936) 597-6401 • Fax: (936) 597-6415

Dear Parent,

In our effort to improve communication between parents and school, we have contracted with SchoolReach to implement a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. Any emergency closings will also be available on our district website at [www.misd.org](http://www.misd.org).

When used, the service will call all phone numbers in our selected parent contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. When phones are not answered or busy, the system will automatically retry twice in fifteen minute intervals after the initial call.

## **PLEASE NOTE THE FOLLOWING:**

**1) This requires NO registration by the parent on the SchoolReach website.**

**2) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.**

Here is some specific information you should know:

- **Caller ID:** The Call ID will display the name of the district or school sending the message.
- **Live Answers:** There is a short pause at the beginning of the message, usually a few seconds. Answer your phone as you normally would; "hello" and hold for the message to begin. Multiple "hellos" will delay the message. Inform all family members who may answer your phone of this process.
- **Answering Machines:** The system will detect that your machine has answered and will play the recording to your machine. The phone will ring for up to 40 seconds. Make sure that your machine answers after four rings or you may miss the message.
- **Message Repeat:** At the end of the message you will be prompted to 'press any key' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then 'repeat' the message in its entirety.

## **What to do if you think you've missed a SchoolReach voice message.**

If you ever feel you may have missed a SchoolReach voice message or just want to check to be sure, you can dial our [Message Retrieval Line](#). From whichever phone(s) you want to check for messages to, dial toll-free: **855-955-8500** and follow the prompts to hear any/all messages sent through SchoolReach over the last 30 days. Please contact the school if you suspect your phone number is not being called by the system or if you ever have a change of number.

We look forward to a successful school year. Please visit the Montgomery High School website for more information concerning our programs and events at [www.misd.org](http://www.misd.org).

Sincerely,



Edward Lopez

MHS Assistant Principal

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