**On District Letterhead**

**[DATE]**

**Dear [PARENT/GUARDIAN],**

**Welcome to Infinite Campus Messenger with Voice!**

**We have recently purchased Campus Messenger with Voice. This system gives us the ability to send general or emergency messages via email, phone and text to you or the contact of your choice.**

**Through the Parent Portal, you can conveniently log on to update phone numbers, emails and contact information. This ensures messages get to the right person, at the right time.**

Messenger with Voice provides you with:

* Emergency Notifications – Receive emergency messages for school closings, delays, etc.
* Message Options – Receive general messages regarding attendance, behavior, assignments, low lunch account balances and more.
* Preferred Communication – Set your preferences to indicate how you would like to receive general or emergency messages (choose from voice, text and email options).

If you have additional questions regarding Messenger with Voice, please contact us at **[SCHOOL CONTACT INFO]**

Sincerely,

**[CONTACT]
[SCHOOL]**