



## **PARENT PHONE CALLS**

### **ADDING ADDITIONAL PHONE NUMBERS AND EMAIL ADDRESSES TO ONE CALL NOW**

**NOTE: One Call Now must be updated every school year.  
The additional phone numbers and email addresses added  
from last year no longer exist.**

Our school automated messaging system, known as One Call Now, sends telephone messages to the home phone of our students. If you would like to receive these messages at additional phone numbers, such as cell phones, visit the *Parent Phone Calls Section* of our school web site, and scroll down to the green banner that says “Add/Change Phone Numbers and Email Addresses.” You will have to enter your name and home phone number then click on LOOKUP. You may add two additional phone numbers and three additional email addresses. Do not add your home phone again as it is already associated with your name. **EVEN THOUGH YOUR CELL PHONE INFORMATION MAY ALREADY BE IN THE CONTACT INFORMATION THAT APPEARS ON YOUR SCREEN -- DO NOT FORGET TO CLICK ON SUBMIT OR THE INFORMATION WILL NOT BE RECORDED FOR THE CURRENT SCHOOL YEAR.** Please remember that all submissions are approved by the school office, and may take 24 hours to be approved.

### **TO LISTEN TO THE LATEST MESSAGE FROM MRS. SLOMIANY**

Visit the *Parent Phone Calls Section* of our school web site, scroll down to the BLUE banner, and click on “Message from Mrs. Slomiany.”

### **ANSWERING MACHINES**

Please do not pick up the phone when the automated message is being recorded on your answering machine. This will cause the message to be cutoff and you will not receive the complete message. If you miss the message: visit the *Parent Phone Calls Section* of our school web site, scroll down to the BLUE banner, and click on “Message from Mrs. Slomiany” to hear the message again.