



CALHOUN COUNTY SCHOOL DISTRICT

PARENTSQUARE TIPS FOR PARENTS

*In order to be able to reply to ParentSquare messages you must download the ParentSquare app. To download:

[ParentSquare on Apple Store](#)

[ParentSquare on Google Play](#)

VERIFYING YOUR CONTACT INFORMATION

- **It is important to verify your contact information any time your phone number or email address has changed. In the app, just go to “account” and you will have the option to update your contact information.**
- **You will also notice a “combine accounts” option. If you have children in different schools and you aren’t receiving messages for all of them, chances are you have multiple accounts. You can use the “combine accounts” option to combine multiple accounts and get all your kids under one account.**

Landlines and other issues with phone numbers

- **ParentSquare syncs your contact information with the contact information in FOCUS. This includes landlines and work numbers. ParentSquare cannot send messages to landlines. To correct this, you can either choose to “opt out” for the numbers you do not want to receive messages or you can contact the ParentSquare coordinator, Tiffany Nichols at tiffany.nichols@calhounflschools.org with a detailed email listing the numbers you do not want to receive messages and a brief reason why. *For example: Please do not sync 555-555-5555, it is a landline***
- **Syncing contact information with FOCUS can also result in every emergency contact listed in Focus receiving messages. If this is happening, please contact Tiffany Nichols at the email listed previously. Please include the name of the person receiving messages and their number. *For example: Please put Jane Smith, 555-555-5555 on the do not sync list. She is an emergency contact only.***



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Attendance Notices

Keeping parents informed is a high priority for Calhoun County School District. However, if you are receiving the same message multiple times per day, this can be frustrating and, even worse, result in ignoring important messages. The following will provide information to help if this is happening to you.

- Attendance message settings cannot be turned off for individuals. In other words, you cannot opt out of attendance messages only.
- If your child attends Blountstown High School or Altha Public School, as of 12/17/21 you should receive two messages per day of absence. If your child signs out mid-day, you would only receive one message.
- If your child attends Carr Elementary and Middle School or Blountstown Elementary School, as of 12/17/21 you should only receive one message per absence at the end of the day. If you are receiving multiple messages per child, you may have multiple accounts. Go to your accounts page in the app and review all of your contact information. If there are numbers or emails you do not want receiving messages, contact Tiffany Nichols at the email address listed above.
- Attendance notices are sent automatically based on the attendance data in FOCUS. ParentSquare only receives attendance marked as "absent." At this time, ParentSquare does not have the option to differentiate between excused and unexcused. If you have already excused your child's absence, simply ignore the attendance notice or send a message saying that you have excused the absence.
- Your child's teacher takes attendance daily. If you receive an attendance notification and you feel that it is in error and your child was present, please send the teacher a message in ParentSquare so they can correct the error.

For further assistance or question regarding ParentSquare,

Contact Tiffany Nichols, Instructional Technology Specialist for Calhoun County School District,

at 850-674-8734 ext 243, tiffany.nichols@calhounflschools.org or <http://calhounflschools.org/tech-help>