1. Email those who attended the training and let them know staff will be notified today.
2. Parents will be notified next Friday.
3. Push out the icon in ClassLink to all staff
4. Email all staff
5. Send activation invitation to all staff
6. Have school technology coordinators provide an overview of the program during next Thursday's PLC.
7. Send activation invitation to all parents/high school students next Friday.

**Training Schedule**

January 30, 11 am - District Level Administrators - This is really the core implementation team that you have been working with already. We weren't sure if we needed to schedule our training through Calendly, but will need to make sure all systems are go before we roll out to any additional audiences. At least one person from this group will attend all other trainings to support implementation.

February 3, 3:30 pm - School Technology Coordinators (Train the trainer) - This is an existing meeting of our district technology committee. These are the people who will be responsible for the rollout with teachers at the individual schools. If we do not schedule at the February meeting, this group does not convene again until April 27th.

February 4, 11 am - Elementary School Administrators - We are convening a special meeting of this group to make sure the school-based administrators will be able to both use the system for school-wide announcements as well as monitor teacher usage. Each of these users has their own laptop, so will be able to participate in a hands on session. They would be sending site specific messages.

February 5, 1 pm - School Clerical Staff - These will be office representatives from all school sites (elementary and secondary). However, these users do not have laptops, so the training needs to be scheduled in a computer lab. We also cannot pull administrators and clerical staff at the same time. They would be sending site specific messages.

February 5, 2:30 pm - Secondary School Administrators and district level supervisors - This is an existing meeting of our Secondary School Administrators. They would be sending site specific messages.

February 6, 11:00 am - District Users - These users include Central Office clerical staff and other users who would be sending district wide messages, but would not have district administrative rights in the program.

**Communications**

**To staff who attended training:**

Thank you for attending the recent ParentSquare training. We will be emailing all staff about the program today and sending an activation email. Parents will be notified next Friday.

To facilitate the successful rollout of the program, please have your School Technology Coordinator, or other staff member who attended the training, provide a brief overview during PLC time on Thursday, February 13th. The following presentation is available to use at this meeting: the [MPS ParentSquare\_Introduction (Teachers)\_SlideDeck](https://docs.google.com/presentation/d/1FB-6IazFlsAkqoCIw6WHYPC5x3h29rSiAgd5HE1qiwY/edit?usp=sharing). Teachers will also be receiving the attached FAQ document.

Thank you for support,

<https://drive.google.com/file/d/15Ye_5o7WZtDnibhXimj0vwsj48jGGjkq/view?usp=sharing>

**To all staff:**

Meriden Public Schools will be implementing a new communication platform called Parent Square. You may have already noticed a link in PowerSchool or ClassLink.

ParentSquare will be replacing School Messenger to contact families and staff. You will be receiving an email inviting you to activate your account. Teachers will be provided with an overview during Thursday’s PLC meeting.

Parents will receive invitations to activate their accounts next Friday, February 14th. Those who do not register will still receive text, email, and phone notifications. Parents who do create an account can become more actively engaged in communication by appreciating posts, viewing photos, leaving comments, and managing their communication preferences.

Please see the attached flyers for additional information or visit the [ParentSquare website](https://parentsquare.zendesk.com/hc/en-us) for additional resources.

<https://drive.google.com/open?id=1bm9G1VaQINDATEVuc72BIgQeL_9bToff>

<https://drive.google.com/open?id=1I5i4VoeWompbuPCmrnhSFKKUJEXl86R8>

<https://drive.google.com/open?id=15Ye_5o7WZtDnibhXimj0vwsj48jGGjkq>

**Parent Invitation (Sent from within ParentSquare, can be edited)**

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| **Orville H. Platt High School** |

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|  | **Hi John Doe,** |  |
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| **Orville H. Platt High School invites you to join ParentSquare****Activate your account****Orville H. Platt High School created an account for you in ParentSquare.****ParentSquare is a communication and organization tool designed to keep parents informed and involved in their children's learning and school activities. Here are some of the features ParentSquare provides:*** **Receive all school, classroom and group communication via email, text or app notification**
* **See important calendar events and RSVP**
* **See photos, links and attachments**
* **Sign up to volunteer or bring items**
* **Send private messages to teachers or staff**
* **Appreciate those who post messages (please give them generously!)**

**Please take 30 seconds to accept the invitation and activate your account: [registration\_link]****For questions or comments, contact us at support@parentsquare.com, and we'll get back to you right away.****We are very happy to have you on board. Thank you for joining!** |  |

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|  | ***Please do not reply to this email.*** |  |
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|  | **You received this email because you were invited by a user at Orville H. Platt High School to join ParentSquare. If you received this email in error or wish to disable your account, please send an email to unsubscribe@parentsquare.com****ParentSquare Inc. · 3905 State St, Suite 7502 · Santa Barbara, CA 93105** |  |

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**Message to families:**

Welcome to Parent Square

Susan Moore • about 1 year ago • Friday, Feb 28 at 11:25 AM • Meriden Public Schools

Dear Meriden Public Schools Staff and Families:

We are very excited to adopt a new tool to promote home-school communication. ParentSquare is designed to keep parents informed with timely updates and facilitate participation at school. It provides a secure way for the school principal, teachers, staff, and parents to:

Send and receive school and class information

Share pictures and files

See calendar items

and much more . . . all in one centralized place!

ParentSquare Parent Videos

Padres - Introducción a ParentSquare

You may now receive district, school, and classroom information on your computer or phone via email and/or text, or you can download the free App.

The Help & Support question mark in the top right corner can help answer most of your questions.

Thank you for your continued partnership in ensuring Here, Students Succeed.