

## PCHS COMMUNICATIONS TOOLS

Communication is an essential aspect of good parent-school relationships so we have developed several ways in which we can “stay in touch” with our parents and supporters. You are strongly encouraged to use ALL of these communication tools.

**Daily Eagle e-mails** – The Daily Eagle is used to send out MANY important messages and announcements to parents throughout the year and summer months. You will also receive our daily student announcements so you know what is being communicated to the student body.

Type in <http://www.pceagles.org/dailyeaglesignup.cfm> or go to school website ([www.pceagles.org](http://www.pceagles.org)) and click on **Daily Eagle Sign up** found in upper right hand corner (or under **Publications** link).

Type in required information and up to two e-mail addresses where you want to receive the announcements.

You should be all set. You can unsubscribe at anytime.

**Iowa School Alerts** – An instant message will be sent directly to your e-mail or cell phone (text) or both concerning weather related school delays and postponements. You will literally have this information seconds after we post the message. It takes a little bit to get signed up but once you are, you are set.

Go to: <https://schoolalerts.iowa.gov/>

Click **Sign up** to start process

Type your first name and last name in spaces

On next screen it will give you a user name. Type in your e-mail address (2X) in spaces provided and hit the “OK” button that pops up.

You will now be sent an e-mail with instructions how to complete your account set up. Follow those instructions (as copied below).

Account Activation Process Instructions.

1. Click link found above in this email.
2. Enter Confirmation Token found above in this email. The Token is also part of the link above, and may be pre-filled for you.
3. Enter Code from image on web screen.
4. Click "Confirm My Account"

Cont. on next page



5. Choose two baseline questions and then make your own question. --- (These are security questions you can answer later if you ever forget your password.)
6. Enter your password. (Reminder - Passwords must be min of 8 characters, a mix of upper and lower case, and must contain at least 1 number and one special character such as !\$\*)
7. Sign in using new account.

When you sign in you will type in your user name and password.

Now click on ***My subscriptions***

Click on ***School Alerts Subscription Wizard***

Click on the ***Schools*** button and type in Pella Christian Schools.

Click on ***Pella Christian High School***

Now you will be able to enter your e-mail address and/or cell phone # where you wish to receive your messages.

Click ***Done adding e-mails*** and you should be set.

**PCHS WEB SITE** – many useful links can be found on the school's web site [www.pceagles.org](http://www.pceagles.org). Be sure to bookmark this site and refer to it as needed for:

1. Assignment and test schedules
2. Extra curricular activities schedules
3. School lunch menu
4. Guidance office and Library links
5. School supply list
6. And much more.

**PC Link** – A monthly newsletter just for PCHS parents. This will be mailed to you near the end of each calendar month. Please be sure to read it carefully as it will contain important information about upcoming events, calendar changes, P/T conferences, etc.

**The Reporter** – This is our quarterly newsletter made available to all of our constituents. This document is mailed to many families. Those families who attend one of the supporting churches receive their copy via their church mailbox.