



October 19, 2017

Dear Parents/Guardians,

Although it is difficult to think about snow and ice right now during these pleasant autumn days, we do need to prepare for the possibility of a school closing due to inclement weather.

The Wyckoff School District will be using Blackboard to deliver emergency notifications such as early dismissals, delayed openings, school closings and other time sensitive information. We will be testing our Blackboard Emergency Notification System on October 22, 2017 at 7:00 pm.

Blackboard pulls your Guardian 1 and Guardian 2 contact information from Genesis and delivers notifications via email, phone call, text message, and push notifications. Please log into your Genesis Parent Portal account and make sure your contact information is up-to-date and correct before this test. Please do so as soon as possible by following these steps:

1. Log into [Parent Portal](#)
2. Click on the Contacts tab
3. Update current Guardian contact information.

Although it is not necessary right now, you can customize how you would like to receive notifications by logging into the Blackboard web portal and following these instructions: [Updating Contact Information on Blackboard Portal](#).

If you have any issues please send an email to the Genesis Helpdesk at genesis@wyckoffps.org.

Sincerely yours,

A handwritten signature in black ink that reads "Richard D. Kuder".

Richard D. Kuder, Ed.D.
Superintendent of Schools

RDK/swb