



June 1, 2023

Dear UPSD Families,

We are excited to announce that we have adopted a new form of school-to-home communication for University Place School District called **ParentSquare**. This unified communications platform is designed to keep parents and guardians informed and encourage greater engagement and connection. ParentSquare will also be the host of our new district website, *SmartSites*, transitioning July 1, 2023.

How many times have you missed...



Flyers at the bottom of backpacks?



Parent-teacher conferences?



Events posted on school bulletin boards?

ParentSquare provides a safe way for district administrators, school principals, teachers, staff, and parents to:

- Send and receive school and class information that is **auto-translated** into your language of preference
- Send and receive information in email, app form, and/or text, all based on your preference of notification method
- Share messages in fonts/styles, pictures and files that are **100% ADA compliant**
- Access all (including our new website) in mobile friendly format
- and much more . . . all in **one** centralized place!

\*\*\*On the morning of June 5th, every email address in our district student information system (Skyward) will be sent an '**Activate your Account**' email from ParentSquare. Please see the ParentSquare **Getting Started Guide** included in this mailing with directions on how to follow through with that email activation process.\*\*\*

If you do not want to wait for the activation email or do not receive one, simply **download the ParentSquare app** (available for free for iOS and Android devices) now. \*Just make sure you use the email address OR phone number associated with your Skyward information for your child.\* Please scan the QR code for the app on the **Getting Started Guide** included in this mailing. We highly recommend you use the app, but if you choose not to do so, please know you will still receive school information based on your selected preferences indicated in Skyward at time of registration.

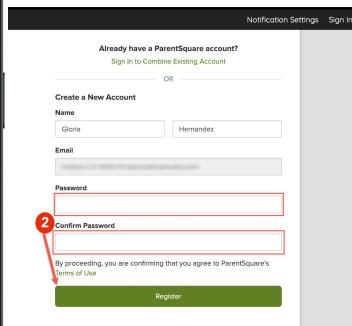
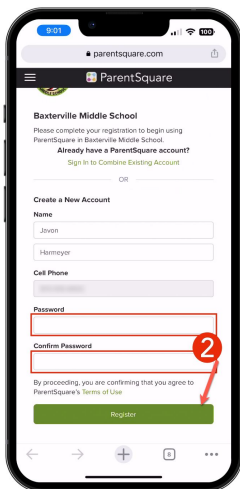
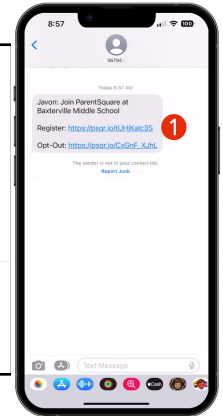
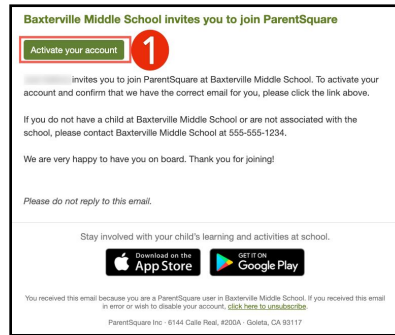
Should you notice your contact information in ParentSquare is incorrect, ***please contact your child's school to ensure it is updated in Skyward.*** For all other assistance, please contact Teaching & Learning [jstone@upsd83.org](mailto:jstone@upsd83.org) or [vmiller@upsd83.org](mailto:vmiller@upsd83.org)

Thank you,

Juanita Stone  
Teaching & Learning  
University Place School District

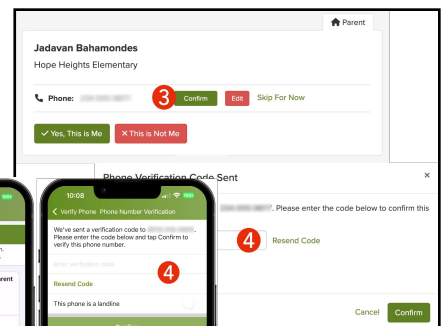
# Parents & Guardians Getting Started Guide

1. Open the invitation email or text. Click **Activate your account** or tap the link to activate your account.

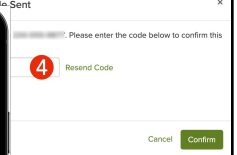
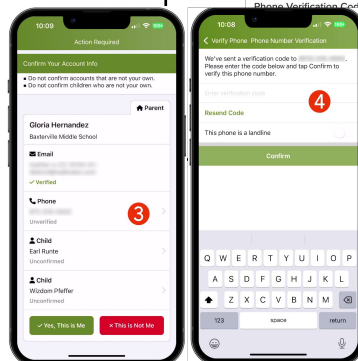


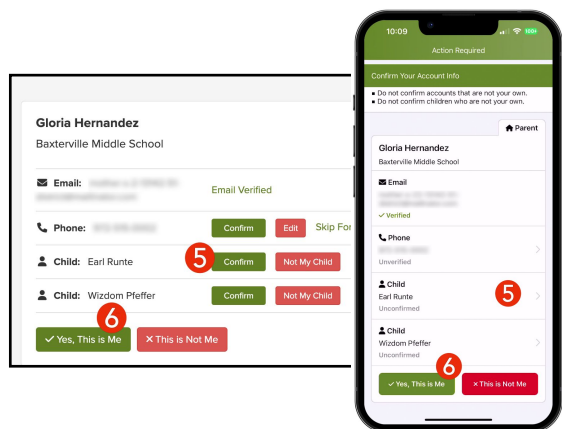
2. Create a Password for your ParentSquare account and click **Register**.

3. Click **Confirm** for your phone number and/or email. A verification code will be sent to the email or phone number.



4. Enter the verification code to confirm.





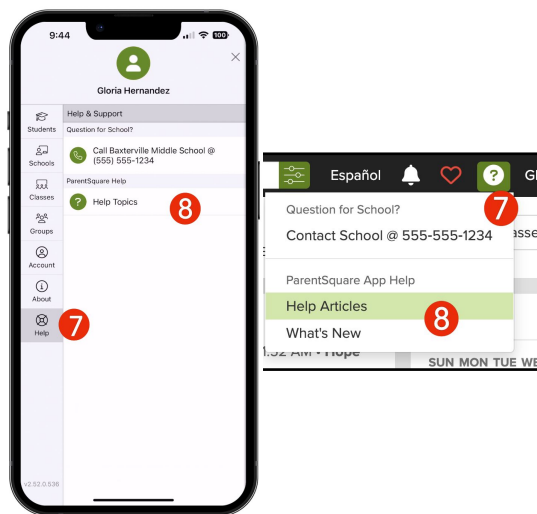
5. Confirm your child(ren) by clicking **Confirm**. Use Not My Child if a child listed is not associated with your account.
6. Select **Yes, This is Me** when you have confirmed your contact information and child(ren) associated with your account.

*Name misspelled?  
Wrong email or phone number?  
Missing a child on your account?*

**Contact your child's school to get this information updated.**

Once you are logged in to ParentSquare, you will be able to access self-paced training modules, video resources and help articles to assist you with using ParentSquare.

7. Click **?** (Help) for help or your school contact information.
8. Select **Help Articles** to learn how to use ParentSquare.



**The ParentSquare apps are free and available in both the Apple iOS and Android stores.**

