



The following is the recommended process for manually sending attendance alerts in ParentSquare in the case of a failure of the regular attendance calls.

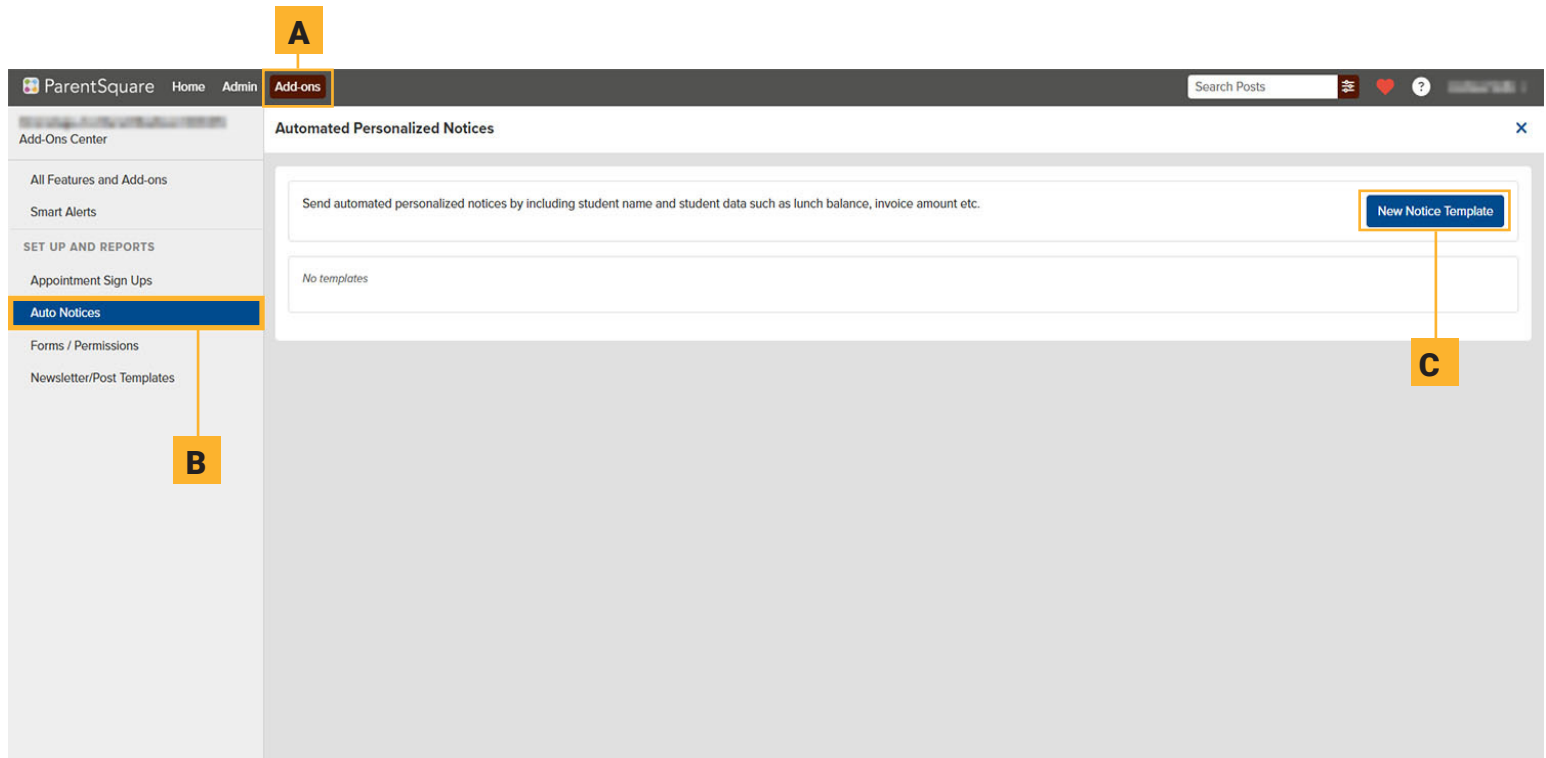
Why not use Smart Alerts for this?

You could use a Smart Alert but they lack a couple of features that you may find you need

- 1) Smart Alerts are not critical notices and parents can opt out of them. If you send with a Smart Alert make sure to check the delivery report to catch any parents who were unreachable.
- 2) When using a csv file to send a Smart Alert you can't filter recipients. This means you would have to filter your file manually before using it for the Smart Alert.

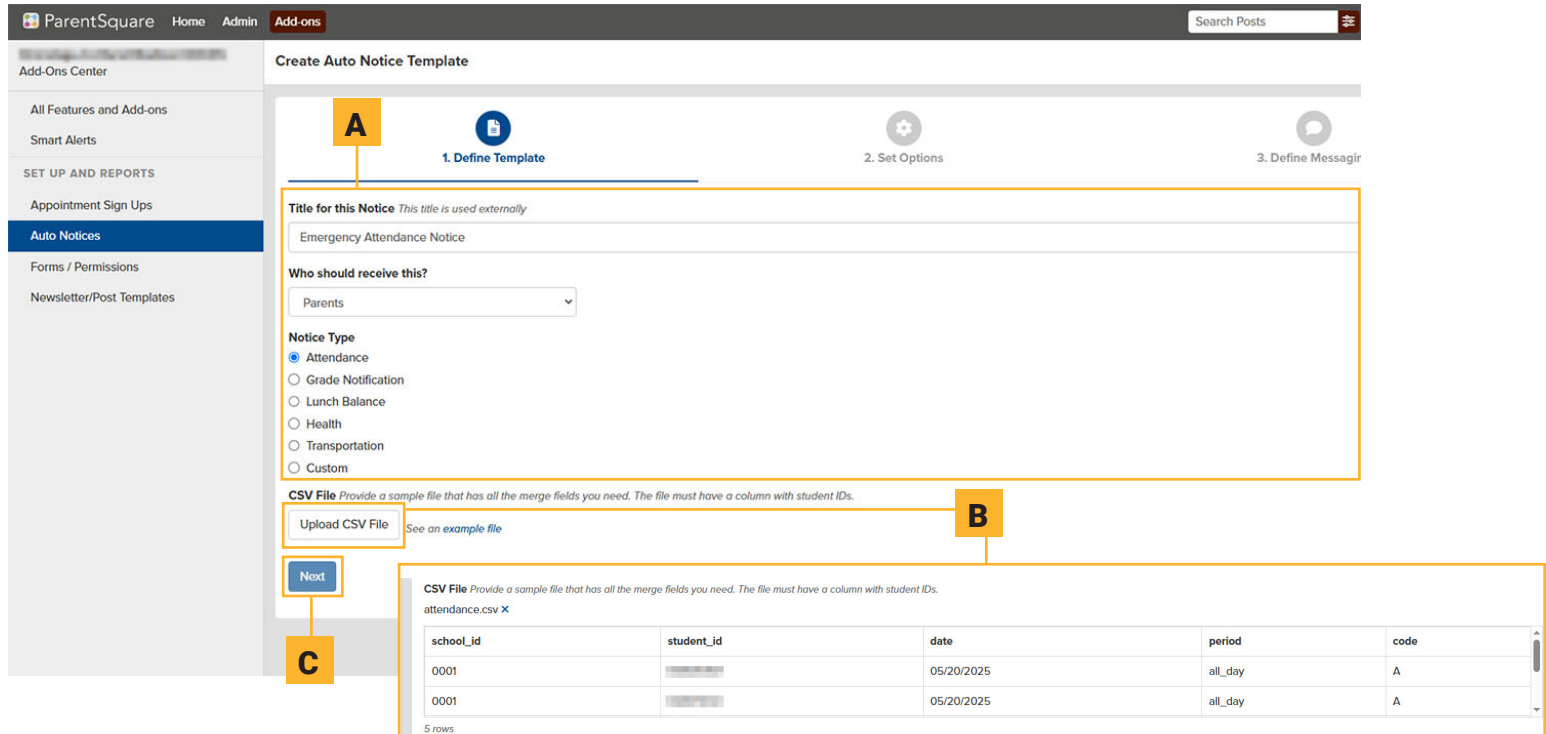
Step 1 - Set up an Auto Notice in ParentSquare

Click Add-Ons (A) → Auto Notices (B) → New Notice Template (C)



Step 2 - Define Template

Fill out the fields on this screen and choose a sample csv file* (A, B**). Click Next (C)



*You can download your sample csv file either from schoolTool or from the Admin → Data Integration → SFTP Upload History screen in ParentSquare

** Once sample CSV file is uploaded, section will look like (B)

Step 2 - Set Options

On the Set Options screen, click the View Recipient Filtering link and fill out your filter options (A). You will typically use this option to filter the school you wish to send to. Select Critical Notice (B) and click Next (C).

The screenshot shows the 'Create Auto Notice Template' interface in ParentSquare. The page is divided into four steps: 1. Define Template, 2. Set Options (current), 3. Define Messaging, and 4. SFTP Information. The 'Set Options' step includes a 'Hide Recipient Filtering' section with a 'Define Recipient Filters (Optional)' section. A filter is defined: 'Send notifications to recipients that meet all of the following conditions: school_id number equals 12'. A 'Critical Notice' checkbox is checked. The 'Next' button is highlighted.

Important: If you don't filter the school, all students in the attendance file, even potentially those who have been previously contacted will receive this notice. Before you send the notice, you will have the chance to change this filter

Step 3 - Define Messaging

Type your message content (A) and click Next (B)

The screenshot shows the 'Create Auto Notice Template' interface in ParentSquare, Step 3: Define Messaging. The 'Text Message' section is highlighted with a yellow box, containing a text area for the message content. The 'Next' button is highlighted with a yellow box.

Step 4 - SFTP Information

On the SFTP Information screen click Skip (A) - Your message is now saved and ready for use

ParentSquare Home Admin Add-ons Search Posts

Add-Ons Center

All Features and Add-ons
Smart Alerts

SET UP AND REPORTS

Appointment Sign Ups

Auto Notices

Forms / Permissions
Newsletter/Post Templates

Edit Auto Notice Template

Successfully created template.

1. Define Template 2. Set Options 3. Define Messaging 4. SFTP Information

SFTP File Name Name of the file that will be sent via SFTP for this automated notice

Template Type

Automated Notice Notices will be sent automatically on a defined schedule.

Send Notices On

Monday at 9:00 AM

Tuesday at 9:00 AM

Wednesday at 9:00 AM

Thursday at 9:00 AM

Friday at 9:00 AM

Add another day

Filter and Send Notice Notices will be sent to recipients manually selected at the time of send.

Back Save Skip **A**

Step 5 - Using Template

Click Add-Ons (A) → Auto Notices (B) and click the down arrow next to the Send From Template option (C), then select Edit Messages (D)

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Automated Personalized Notices

Send automated personalized notices by including student name and student data such as lunch balance, invoice amount etc.

New Notice Template

All Enabled Paused Scheduled Notice Type Automation Type

Templates	Notice Type	Automation Type	Most Recent Job
<input checked="" type="checkbox"/> Emergency Attendance Notice Created May 20, 2025 by [User] - Parents Shared with: 0/56	Attendance	Manual SFTP	

Send From Template **C**

- Automate
- Edit Messages** **D**
- Manage Admins
- Delete Template

Step 6 - Set Options

Click Set Options (A) and click View Recipient Filtering and set your filter options to match the school you are sending to (B). Click next (C).

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Create Auto Notice Template

1. Define Template 2. Set Options 3. Define Messaging 4. SFTP Information

Hide Recipient Filtering

Define Recipient Filters (Optional) Add rules to specify which recipients should receive notifications.

Send notifications to recipients that meet all of the following conditions:

school_id number equals 12 **B**

Add filter

Allow responses Inserts a link in email and text messages to allow recipients to respond to the message.

Critical Notice Recipients cannot opt out. Intended for attendance, transportation alerts and other critical notices.

Back Next **C**

Step 7 - Confirm Message

Make sure your message is set how you want it (A) and click Finish (B)

ParentSquare Home Admin Add-ons Search Posts

Create Auto Notice Template

1. Define Template 2. Set Options 3. Define Messaging 4. SFTP Information

English Spanish

A

Text Message Enter the text message/app notification that will be sent

Insert Merge Field -
Your message goes here

Voice Message Provide text-to-speech for message that will be played

Insert Merge Field - Duplicate From Text Message

Email Enter the email that will be sent

Insert Merge Field - Duplicate From Text Message

Email Subject

B I U T A Link Image Code

Back Next Finish **B**

Step 8

Click the Send From Template button (A)

ParentSquare Home Admin Add-ons Search Posts

Notice Template Delete

Successfully updated template.

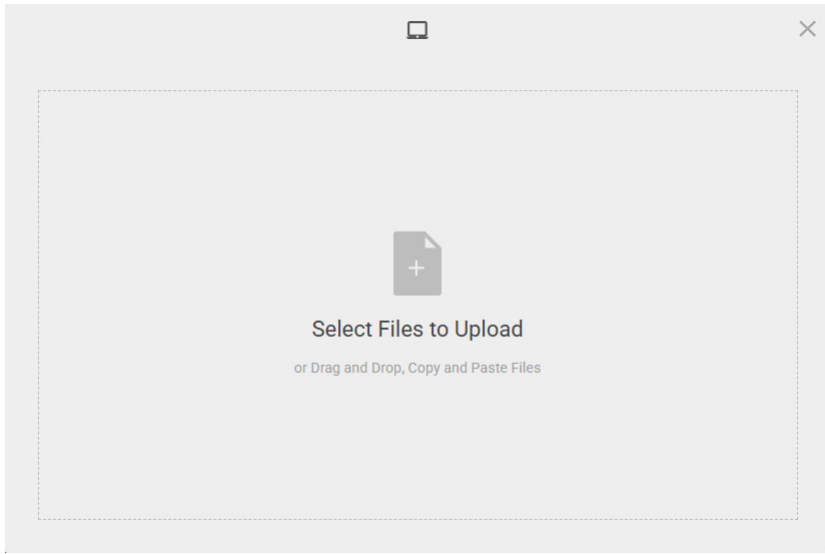
Emergency Attendance Notice
Created May 20, 2025 - [View this Notice](#)

A

Send From Template Define Automation Schedule

Merge Fields Template Messages Notices Sent

school_id
student_id
date
period
code



Step 9

Upload the attendance csv file you have obtained from schoolTool

Step 10 - Send Notification

Verify on the ensuing screen that your data is correct (A). Click Send Notifications to send your messages (B).

ParentSquare Home Admin **Add-ons** Search Posts

Add-Ons Center

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- Appointment Sign Ups
- Auto Notices**
- Forms / Permissions
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Send Personalized Notice: Emergency Attendance Notice

Emergency Attendance Notice

6 Students in File 6 Valid Students 0 Not Found

[Send Notifications](#) **B**

Search:

First Name	Last Name	Grade Level	school_id	student_id	date	period	code	
Isabella	Malaga	12th Grade	0001	1000000001	05/20/2025	all_day	A	Preview
Isabella	Malaga	12th Grade	0001	1000000002	05/20/2025	all_day	A	Preview
Isabella	Malaga	12th Grade	0001	1000000003	05/20/2025	all_day	A	Preview
Isabella	Malaga	9th Grade	0001	1000000004	05/20/2025	all_day	A	Preview
Isabella	Malaga	12th Grade	0001	1000000005	05/20/2025	all_day	A	Preview
Isabella	Malaga	12th Grade	0001	1000000006	05/20/2025	all_day	A	Preview

Showing 1 to 6 of 6 entries

Previous **1** Next **A**