



SCHOOL DISTRICT OF THE BOROUGH OF BRENTWOOD

March 14, 2018

Dear Brentwood Families,

Last week, the District sent out a voice alert followed by an email alert with important information. We learned that some of our families did not receive both forms of communication. Our software enables us to run reports which lists the reasons for messages being undeliverable. Some of the reasons included no current email/phone listed, messages sent to junk/spam mail, blocked emails, etc. It is critical that the District be able to contact families and communicate information in a variety of ways. We are requesting that all families review the information in Skyward to ensure it is the most accurate and up to date information.

Administrative Offices

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-2227
Fax: 412-881-1640

Brentwood High School

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940
Fax: 412-881-4170

Guidance Office

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940 x2131
Fax: 412-881-4170

Brentwood Middle School

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940
Fax: 412-881-4170

Special Education Office

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940 x2215
Fax: 412-881-7195

Elroy Elementary School

3129 Elroy Avenue
Pittsburgh, PA 15227-2824
Phone: 412-881-4484
Fax: 412-881-9448

Moore Elementary School

3809 Dalewood Street
Pittsburgh, PA 15227-3509
Phone: 412-881-7776
Fax: 412-881-8994

Athletic/Activity Director

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940 x2720
Fax: 412-881-1640

Updating an EXISTING Skyward Account

- 1) On the homepage of the Brentwood Borough School District website, click on the Skylert Tab located on the left side of the screen.
- 2) To update information, type in the phone number boxes. Please note that the primary phone number will be the number that Skylert will attempt. The email address may also be updated. This will be used for any email notifications that will be sent by the District through Skylert.
- 3) Click SAVE located next to the right side of the Skylert Contact Info Box. If you encounter any difficulties, please contact our technology department at 412-881-2227 ext. 2201 for assistance. Please allow 1-3 days for a response.

Creating a Skyward Account

- 1) To create a Skyward Family Access Account, please either complete a Family Access Form located on the district webpage (www.bb-sd.com) just below the Skyward Icon or call your school office to speak with the secretary.
- 2) If filling out the form, please return to the school office. The secretary will send an email to the address that was given on the form. If calling the secretary, simply ask for Skyward Family Access and provide a current email address.

Families may update information at anytime throughout the school year. We greatly appreciate your time and attention to this matter. It is our goal to keep our families informed.

Sincerely,

Amy M. Burch, D.Ed
Superintendent of the Brentwood Borough School District

Melissa Fulmer
Coordinator of Instructional Technology and Innovation