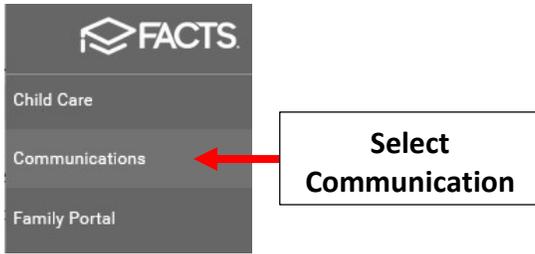
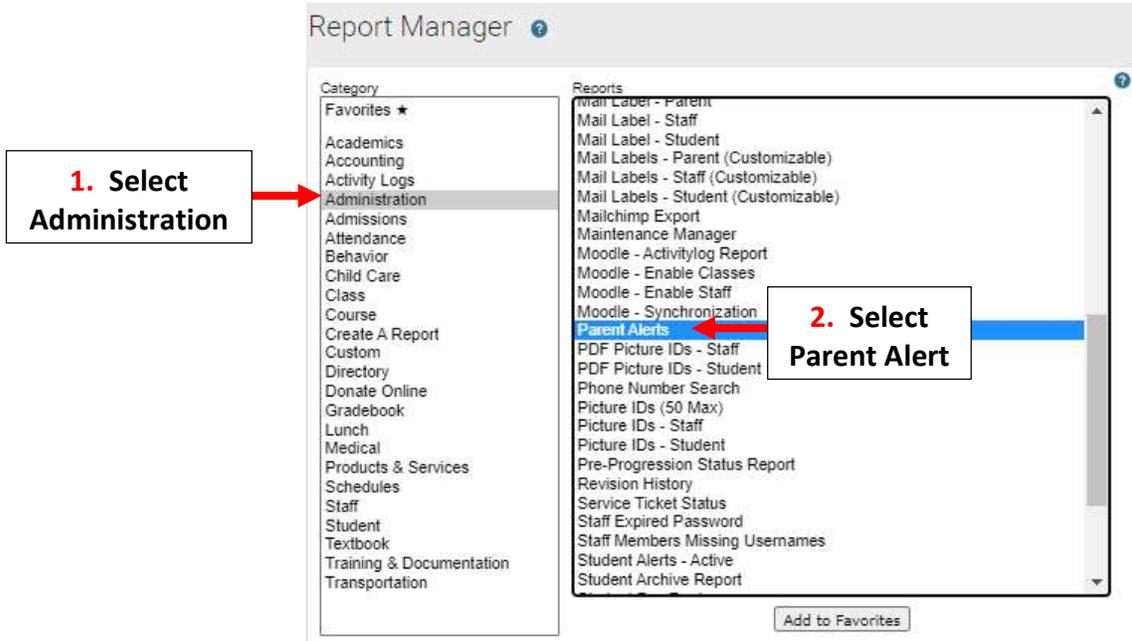


Delete a Parent Alert Created for a Future Date

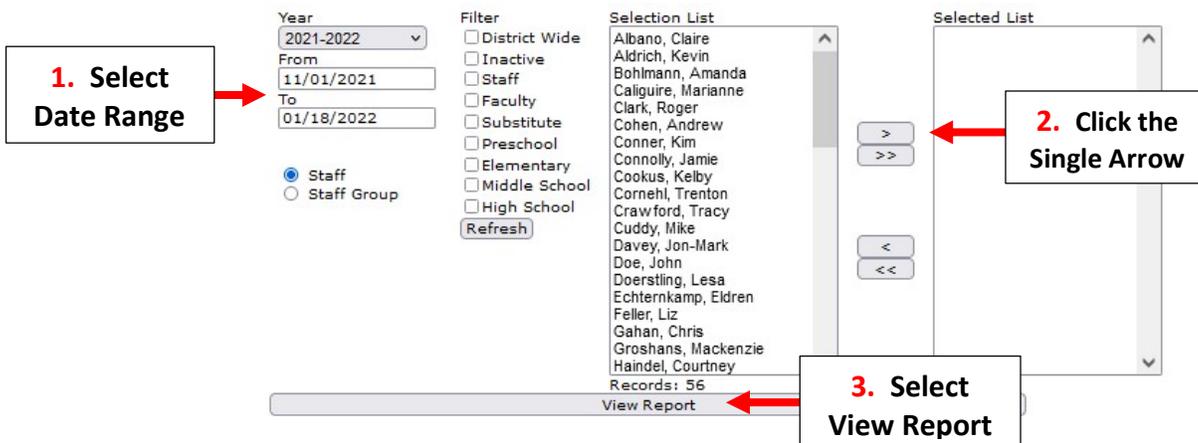
Once logged into FACTS please select **Communications** from the Main Menu



Select Administration > Parent Alerts



Select **Date Range** and **Staff Member** that Created Parent Alert. Click the **Single Arrow** to move Staff to "Selected List" and Select **View Report**



Select **Cancel** to **Cancel** the Alert

Parent Alerts

Printed Date: 01/18/2022

Date Range: 01/18/2022 - 01/21/2022

Parent Alert ID	Staff	Subject	Type	Submitted (ET)	Scheduled (local)	Details
127	Kevin Aldrich	Labor Day	Text Message	01/18/2022 09:48:00	01/19/2022 06:30:00	Details Cancel Alert



Select **Cancel** to
Cancel the Alert