# SchoolMessenger Quick Tip FAQ

## What is SchoolMessenger Quick Tip?

SACS is introducing a new reporting tool for students, families and community members: **Quick Tip is a support system that allows our community to communicate with school administrators anonymously.**

Students, staff, parents and other stakeholders can visit any SACS school or our district's website to access Quick Tip on the homepage. Users can identify which schools receive the tip, select an appropriate topic from the dropdown list, write the message, include an image/picture if available and submit the tip. Users may choose to communicate anonymously or not-anonymously.

## How does Quick Tip work?

Tips are sent using a form available online. When sending a tip, simply click on the link. Submitters then select from a drop-down list of common issues they may be facing then enter the tip message. If they have an image related to the tip, there is an option to attach it to the message. If tip submitters want to include contact information, there are fields that allow them to do so. Administrators receive the tips and investigate or take action as appropriate.

## When can the system be used?

Any submitter has access to Quick Tip 24 hours a day, seven days a week. Users may access Quick Tip from any computer or smart phone and have the ability on or off campus to create positive connections with administrators by addressing topics of concern.
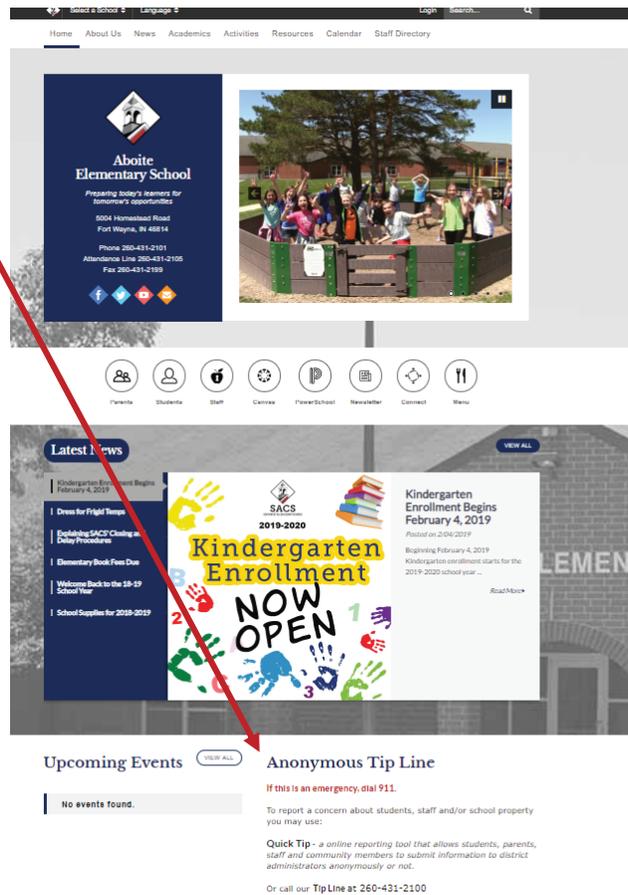
It is helpful to share specific information such as a detailed description of the concern or incident, names and grade levels of those involved, location of the concern, names of any potential witnesses, and any supporting evidence. It is also important that reporters submit thorough and accurate information. False reporting is subject to disciplinary action.

Though Quick Tip is available to everyone, SACS encourages parents and other adults wishing to express a concern or share information are encouraged to continue doing so by calling our schools directly and speaking with the appropriate personnel.

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# How can I submit a tip?

Visit any SACS school website or the district's homepage and look for the Anonymous Tip Line area of the website. Submitters can chose to use Quick Tip or call the hotline.

Quick Tip (Link available here)



SACS holds the safety of our students and staff as our first priority. We encourage everyone "if you see something, say something". Quick Tip is one more resource designed for our community to share concerns.

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