

Use Campus Messenger to help families know how they can save on Internet and Devices

Background and Purpose

Ensuring students have internet access beyond the school campus is extremely important, and in Kentucky, the most significant reason students do not have internet access at home is due to affordability. The Affordable Connectivity Program (ACP) is a benefit program operated by the Federal Communications Commission (FCC) to reduce a qualifying household's broadband internet access service bill. More than 80 percent of Kentucky households with a student are eligible yet only 40 percent of those households have applied.

This guidance provides details on how schools can communicate with their families to increase awareness.

[Campus Messenger](#) makes it easier for all Kentucky schools to communicate with students and guardians via the built-in features of Portal inbox and email. Schools can use the state published ad hoc for National School Lunch Program to identify and select eligible households, or if a school participates in Community Eligibility Provision (CEP) the school can send a message to all students. The steps to create messages in Campus Messenger are outlined below and sample letters are provided.

Campus Messenger – Path and basic steps to create messages

(Additional information with detailed steps is provided below the sample notifications.)

Path: Messenger | Messenger

- General Notification
- Deliver to Student Messenger Contacts (Message One Message Limit) and Students
- Enrollment Filter check Message Only Active Students
- Delivery to both Inbox and Email
- Select the Corresponding State Published Ad hoc for Active students and NSLP
- Type in the Message Subject
- Copy and Paste the Notification Message (Select the appropriate sample for the group you are contacting – CEP or non-CEP from the two messages provided below.)
- Insert Campus Field Names into Message Body
- Create the Hyperlink to KDE ACP website
- Schedule the Delivery of the Notification

Sample 1 - Community Eligibility Provision Program schools' letter to copy paste:

Dear Parent/Guardian,

Did you know that your household may automatically qualify for a \$30 monthly discount on your home or mobile internet service through the Federal Communications Commission Affordable Connectivity Program (ACP)? You may also be eligible for a one-time discount of \$100 for a laptop, desktop or tablet purchased through a participating provider if you pay more than \$10 and less than \$50 toward the purchase price.

Claim your benefits now and get connected!

To apply, go to [AffordableConnectivity.gov](https://www.affordableconnectivity.gov) (<https://www.affordableconnectivity.gov/>) to complete an application and submit it online or print it out and mail with a copy of this letter as documentation

verifying eligibility. You may also call 1-877-384-2575 to request an application. Only one student is needed to complete the application if you have multiple children.

Verification of Eligibility

This letter confirms that the following student in your household are enrolled in a school participating in the Community Eligibility Provision (CEP) during the 2022-2023 school year.

Child's Name:
School:
Address:
Phone

If you have questions about the ACP, your eligibility to participate, or to find information about participating providers near you, please visit the Affordable Connectivity Program website at [fcc.gov/acp](https://www.fcc.gov/acp) (<https://www.fcc.gov/acp>).

Sample 2 – Non-CEP schools' letter for students participating in the National School Lunch Program to copy paste:

Dear Parent/Guardian,

Did you know that your household may automatically qualify for a \$30 monthly discount on your home or mobile internet service through the Federal Communications Commission Affordable Connectivity Program (ACP)? You may also be eligible for a one-time discount of \$100 for a laptop, desktop or tablet purchased through a participating provider if you pay a more than \$10 and less than \$50 toward the purchase price.

Claim your benefits now and get connected!

To apply, go to [AffordableConnectivity.gov](https://www.affordableconnectivity.gov) (<https://www.affordableconnectivity.gov/>) to complete an application and submit it online or print it out and mail with a copy of this letter as documentation verifying eligibility. You may also call 1-877-384-2575 to request an application. Only one student is needed to complete the application if you have multiple children.

Verification of Eligibility

This letter confirms that the following student in your household are eligible for free or reduced lunch prices during the 2022-2023 school year through the National School Lunch Program.

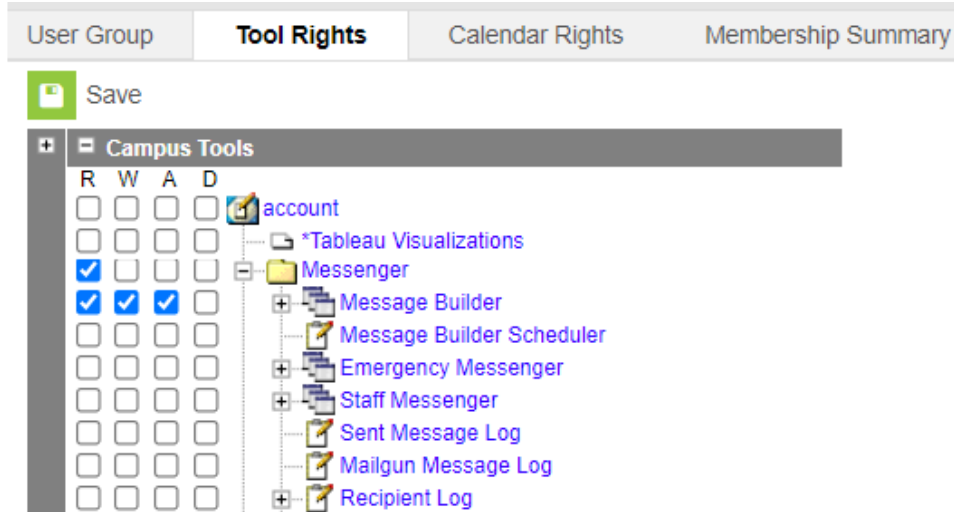
Child's Name:
School:
Address:
Phone:

If you have questions about the ACP, your eligibility to participate, or to find information about participating providers near you, please visit the Affordable Connectivity Program website at [fcc.gov/acp](https://www.fcc.gov/acp) (<https://www.fcc.gov/acp>).

[Additional Information for using Campus Messenger](#)

Tool Rights:

- Infinite Campus administrators must assign tool rights to the appropriate individuals before Messenger can be used.



Path: Messenger | Messenger

Calendars:

- Select the Calendars of which the notification will be sent

Message Type:

- General Notification

Deliver To:

- Student messenger Contacts
- Message for Each Student

Enrollment Filter:

- Message Only Active Students

Saved Filters:

- **Community Eligibility Provision (CEP) Schools**
 - Select - Active Students saved ad hoc filter
- **For National School Lunch Program (NSLP) Schools**
 - Select - State Published Ad hoc filter – FRAM Eligibility

Delivery Devices:

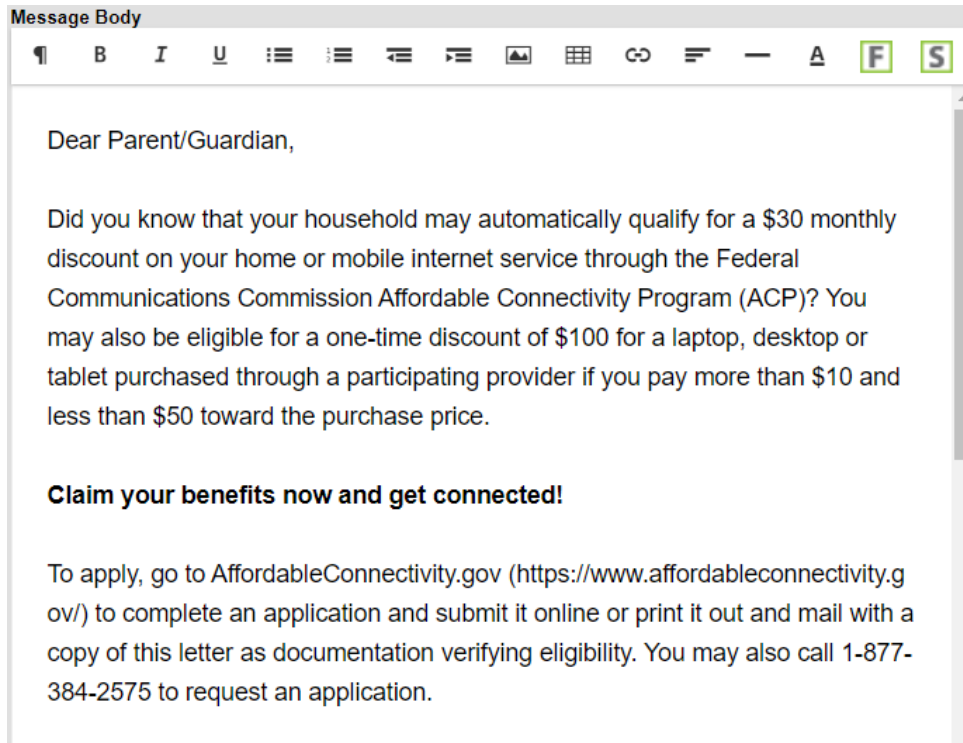
- Inbox
- Email

Message Subject:

- Enter in a Message Subject
 - Eligibility for monthly internet service discount

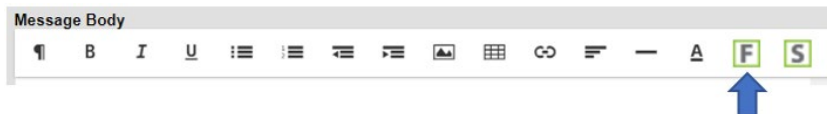
Message Body:

- This field contains the text that will be sent in the notification. The message body uses a WYSIWYG editor. For more information about using the options available with the editor, see the [WYSIWYG Editors](#) article.
- For the ACP Letter Notification: Please see examples on page 1 for CEP or page 2 NSLP of this document.



Inserting Campus Field Names and Sub-Report

1. Place your cursor next to Child's Name in the body of the document
2. Click Insert Campus Fields



3. Select Demographics
4. Select First Name
5. Enter a space
6. Repeat steps 2 and 3
7. Select Last Name
8. Place your cursor next to School
9. Click Insert Campus Fields
10. Select School
11. Select Name
12. Place your cursor next to Address
13. Click Insert Campus Fields
14. Select School
15. Select Address
16. Enter a space
17. Click Insert Campus Fields
18. Select School
19. Select City
20. Enter a space

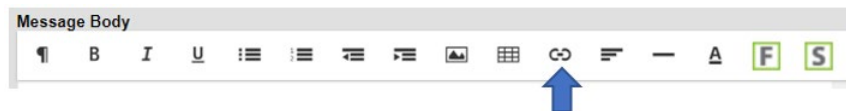
21. Click Insert Campus Fields
22. Select School
23. Select State
24. Enter a space
25. Click Insert Campus Fields
26. Select School
27. Select Zip
28. Enter a space
29. Place your curser next to Phone
30. Click Insert Campus Fields
31. Select School
32. Select Phone

Example of field placement:

Child's Name: student.firstName student.lastName
School: sch.name
Address: sch.address sch.city sch.state sch.zip
Phone: sch.phone

Inserting a Hyperlink into Message Body

1. Highlight the URL
2. Copy the URL
3. Click Link on the WYSIWYG



4. Select Insert Link
5. Paste the URL in the URL box
6. Click on Insert

Delivery Date:

- Enter the date on which the message should be sent.

Send Inbox/Emails at:

- Enter the time the message will be delivered to the inbox/email.

Preview/Send: