



# 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 report concerns 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 have the option to communicate anonymously or, to provide contact information.

## 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 and then will 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?

Access to Quick Tip is available 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.

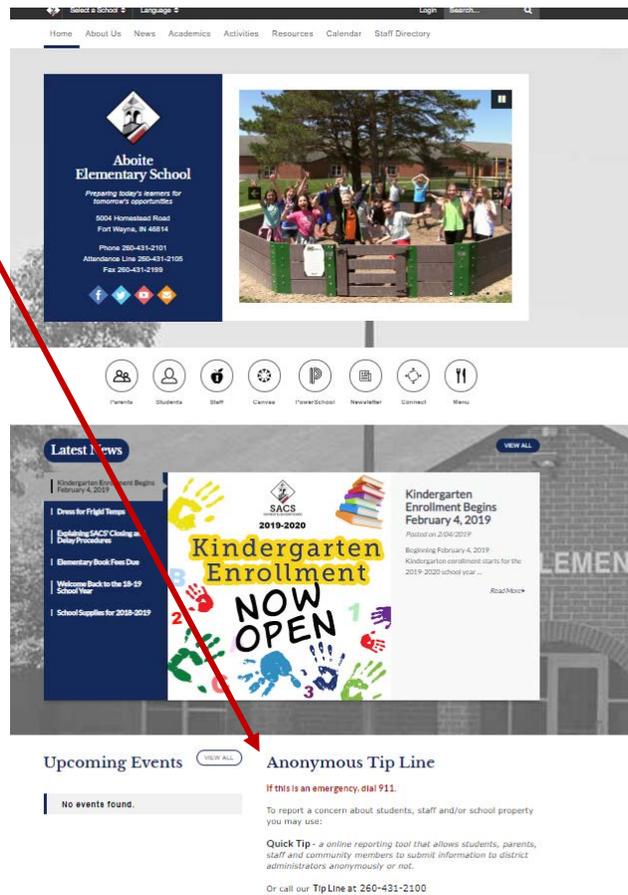
It is helpful to share specific information such as a detailed description of the concern or incident, names and grade levels of those involved, location of the concern, names of any potential witnesses, and any supporting evidence. It is also important that reporters submit thorough and accurate information. 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 to continue doing so by calling our schools directly and speaking with the appropriate personnel.

# 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 choose to use Quick Tip or call the hotline.

[Quick Tip \(Link available here\)](#)



The screenshot shows the website for Aboite Elementary School. At the top, there is a navigation menu with links for Home, About Us, News, Academics, Activities, Resources, Calendar, and Staff Directory. Below the navigation is a header section with the school's name, "Aboite Elementary School", and a tagline, "Preparing today's learners for tomorrow's opportunities". There is also contact information and social media icons. A red arrow points from the text in the previous block to the "Anonymous Tip Line" section at the bottom of the page. This section includes a heading "Anonymous Tip Line", a note "If this is an emergency, dial 911.", and a description of the Quick Tip service: "Quick Tip - a online reporting tool that allows students, parents, staff and community members to submit information to district administrators anonymously or not." It also provides the phone number "Or call our Tip Line at 260-431-2100".

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.