



**ASSISTANT SUPERINTENDENT
of ADMINISTRATION**

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Dear Parents/Staff,

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school system has decided to implement a new system called Instant Alert for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather.

We will automatically send an alert to the home telephone number of students as listed in our Student Information System. In addition, Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Using this profile, you may designate additional communication devices, such as cell phones, PDA or email to also receive alerts. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Send yourself a test text message to make sure your text messaging contact information is entered correctly
- Add contact information of other caretakers of your children, such as a grandparent or neighbor

In addition to receiving communication alerts on your designated contact devices, the alert messages will also appear in your online profile. You can use this feature to read any alerts that may have been erased or deleted accidentally on your other contact devices.

The system will be ready for you to use at <https://instantalert.honeywell.com> when you receive this letter. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for emergency school-to-home communication and some schools may use it for more routine messaging.

Remember, alerts will automatically be sent to your home telephone number, even if you do not register for an account.

If you need assistance with your profile, please send an e-mail to InstantAlertHelp@Honeywell.com, or contact the school. If you do not have access to a computer, please feel free to come to the school to use our facilities.

Directions for adding additional contact persons and telephone numbers are on the reverse side of this letter.