

September, 2008

Dear Parents:

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

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 be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes (i.e. basketball practice, Student Council, etc. being cancelled).

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included on the other side of this letter is an instruction sheet for accessing the system and creating your profile. You can log onto your profile at any time to update your contact information. Please remember the importance of maintaining the accuracy of your profile. This increases the ability of the school to keep you informed and decreases the possibility of not being informed as soon as possible.

PLEASE NOTE:

IF YOU REGISTERED LAST YEAR, YOUR LOG-IN AND PASSWORD WILL REMAIN THE SAME. IF YOU FORGOT YOUR USERNAME OR PASSWORD, PLEASE REFER TO THE HELP SECTON OF THE LOG-IN PAGE. IF YOU DID NOT REGISTER LAST YEAR OR ARE A NEW FAMILY TO ST. JOHN'S SCHOOL, PLEASE REGISTER NOW.

Please note that if the system reaches a busy signal or receives no answer at any telephone contact numbers, it will call you up to five times. It will call you 2 times at 3-minute intervals, 2 times at 5 intervals and once more in 10 minutes. It will then stop trying to reach you.

Your online profile will enable you to:

- Input your personal contact information. **English MUST be selected.**
- Select which type of school information you would like to receive on each of your contact devices. **Please note: Do not use a contact number that contains an extension. This information will not be able to reach you.**
- Add contact information of other care-takers of your children... the more contact numbers ...the better.

If you need assistance with your profile, please use the "Help Request" link found on the Instant Alert web site at <https://instantalert.honeywell.com>. If you do not have access to a computer, please feel free to come to the school to use our facilities. We hope you enjoy this new service.

Sincerely,
Maureen Kelleher