

September 6, 2017

Dear Parents/Guardians,

Keeping parents informed and involved helps to assure student safety and improve student success. It has become more difficult for schools to reach families quickly and effectively. This is why our school is using the Honeywell 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. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. 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
- Set the days and time of days you would like your phone devices to receive alerts. (You may leave it as is which is 24 hrs.)
- View the alerts that have been sent to you in the past

The system is ready for you to use at <https://instantalert.honeywell.com> immediately. If your contact information has changed or you are new to the district, please log in and set-up or change your profile. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communication.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact the school at **201-672-3000**. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please notify the school office to make an appointment so someone can assist you with setting up your account.

Sincerely,

Stephen M. Kollinok  
Superintendent of Schools