

Dear Parents,

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 division 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. 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. An instruction sheet for accessing the system and creating your profile can be found on the back of this correspondence. 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> on **November 12, 2008**. 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. We have also posted a link to the Instant Alert System on our webpage at [www.rcps.org](http://www.rcps.org). You can find the link on the left side of the page under "Quick Links".

If you need assistance with your profile, please send an email to [InstantAlertHelp@Honeywell.com](mailto:InstantAlertHelp@Honeywell.com), or contact your child's school. Because it is a web based product, you may set up your profile at any computer with internet access.

Sincerely,

Chuck Bishop, Ed.D.  
Superintendent of Schools