



February 21, 2006

Re: **VCS INSTANT ALERT™ SYSTEM**

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 has decided to implement a new system called Instant Alert™ for Schools.

Honeywell 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. The system 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
- ? Send yourself a test 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

**IMPORTANT NOTE: This does not take the place of notifying your building office or Transportation Department if you have any changes in contact, caretaker, or transportation information. All the Instant Alert System will do is to notify you in the event of closings and other important school information.**

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

The system is ready for you to register at any time at <https://version2.instantalert.honeywell.com/>. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for important school-to-home communication. You will receive a live test of this system on March 7, 2006 on your home phone. If you do not receive this test, please contact your building office.

If you need assistance with your profile, please send an e-mail to [InstantAlertHelp@Honeywell.com](mailto:InstantAlertHelp@Honeywell.com), or contact your building office (numbers listed below). If you do not have access to a computer, please feel free to come to the school to use our facilities.

Sincerely,

Charles Glaes  
Superintendent

High School – 321-1100  
Middle School – 321-1300  
Indian Lake – 321-1400  
Sunset Lake – 321-1500  
Tobey – 321-1600