

Instant Alert Letter to Parents

January 6, 2009

Dear Parents:

Safety and student achievement are paramount at Berrien Springs Public Schools. In keeping with that philosophy, we are providing a new service called Honeywell Instant Alert®.

Instant Alert for Schools is an essential tool for notification and communication that will allow us to communicate with today's on-the-go family. 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.

Please keep in mind that we are using this system as a communication tool only. Making changes in your profile does not replace having to directly inform the school regarding changes in addresses, phone numbers, custody issues, and who is permitted to pick up students at school.

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
- Add contact information of other caretakers of your children, such as a grandparent or babysitter.

The system will be ready for you to use at <https://instantalert.honeywell.com> on January 12, 2009. We will also be sending a test message to all parents and staff on January 15, 2009 at approximately 7:00 pm.

To access your registration instructions, [CLICK HERE](#).

We hope you enjoy this new service!

Sincerely,

Brandon W. Waggoner
Director of Technology