

# GLEN ROCK PUBLIC SCHOOLS

620 Harristown Road  
Glen Rock, New Jersey 07452



**Honeywell**

Instant Alert® for Schools

September 5, 2008

Dear Parents,

Keeping parents informed helps to assure student safety and provides peace of mind. In an effort to improve communications with our families, the district has implemented a new notification system called Honeywell Instant Alert® for Schools. Within minutes of an emergency or school closing, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians on multiple devices - telephone, cell phone, e-mail, pager or PDA in any combination.

Instant Alert is Internet based, allowing each family to maintain their own personal, password protected online account. **Please note:** the system is already set up to contact you on your home phone number. If a call were to go out today - you would be contacted on your home number. You need to register and create your Honeywell account if you want to receive messages on **additional** phone numbers or devices. You have the ability to log into your account at any time to update your contact information. Registration instructions are provided on the Honeywell site.

Your online account will enable you to:

- Make updates to your personal contact information
- Select the type of device you would like to receive information on (mobile phone, text or email)
- Add contact information of other caretakers of your children, such as a grandparent or neighbor

**Important information regarding this new service can be found on our District Website [www.glenrocknj.org](http://www.glenrocknj.org).**

The system is ready for you to use at <https://instantalert.honeywell.com>. We encourage all of you to take advantage of this opportunity, as this will be the primary mode for our emergency 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. 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, the district will arrange to have a computer available for your use. We hope you enjoy this new service!

Sincerely,

George Connelly  
Superintendent