

**METUCHEN PUBLIC SCHOOLS**  
**Office of the Superintendent**  
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Theresa J. Pollifrone-Sinatra  
Superintendent

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Dear Parents/Guardians:

As I mentioned to parents and guardians at each school's Back-to-School night, our district has decided to implement a new system called Honeywell Instant Alert<sup>®</sup> for Schools. Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school and district 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. It is easy to use and parents can customize their profile on the Honeywell website to suit their needs. 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. A Parent User Guide/instruction sheet for accessing the system and creating your profile is included on the reverse side of this letter.

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 neighbor
- 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>. 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 your child's school. 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 feel free to come to your child's school to use our facilities. We hope you enjoy this new service!

Sincerely,

Theresa J. Pollifrone Sinatra  
Superintendent