

BERKELEY HEIGHTS PUBLIC SCHOOLS

345 PLAINFIELD AVENUE | BERKELEY HEIGHTS, NJ 07922 | 908-464-1718

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 the Berkeley Heights Public School District has decided to implement Honeywell 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. At this time, Instant Alert will be used to notify you of high-priority items, such as school closing due to inclement weather and early dismissals. In the future, we expect to expand its functionality to keep you informed of other news.

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
- 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 your use at <https://instantalert.honeywell.com> or through the link on the district website, www.bhpsnj.org. We encourage you to take advantage of this opportunity, as we will be utilizing this system for most of our high-priority school-to-home communications.

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 call your child's school. We hope you enjoy this new service.

Sincerely,

Judith Rattner
Superintendent of Schools