

Georgetown Central School
AOS #98 Rocky Channels School System
"Where Kids Are #1"
Eileen King, Superintendent
Matthew Carlson, Principal
<http://georgetown.aos98.net>

PO Box 469 52 Bay Point Road Georgetown, Maine 04548 Telephone 371-2160 Fax 371-2595

September, 2016

Dear Parents,

The AOS98 School District uses the Honeywell Instant Alert for Schools system to notify parents of school closings and cancellations. If your child attended Georgetown Central School last year you should already have an online profile in Instant Alert. If you are new to our school you will have to follow the instructions on the second page to create a new online profile in Instant Alert. Please note that our school district is Rocky Channels School System.

For parents with existing profiles in Instant Alert, we are asking that you update your contact information such as telephone numbers, cell phone numbers, and email addresses for the current school year. **For parents that are new to our school, we are asking that you check to see if you have an existing profile (we may have already entered your name with your primary contact number) or create a new online profile or as soon as possible** so that you will receive notification of school closings and delays. For your convenience we have provided a link to the Instant Alert website on the Georgetown Central School website at:
<http://georgetown.aos98.net>

Finally, we are asking all parents to complete the third page in this packet and return it to the school office as soon as possible. This information will help us send your child to the correct destination in the event of an early dismissal from school.

Thank you for your prompt attention in providing us with this important information.

Sincerely,
Matthew Carlson
Principal

Honeywell Instant Alert for Schools Parent User Directions

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements:

Register and create your account:

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. Click on 'Parent' in the New User box.
3. Complete the student information form. Click 'Submit.'
4. Complete the corresponding screen. Click 'Submit.'
5. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
6. *Note:* Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members:

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself:

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you are adding a cell phone and want to receive text messages, you must click on the pull down menu and pick the carrier for your phone. If you have a track phone or smart talk phone from Wal-Mart, leave the pull down menu on select. Those phones will not get a text message, just a phone call.
4. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
5. Please leave the alert time set to midnight to midnight, so that you do not miss an alert.

Additional Functions:

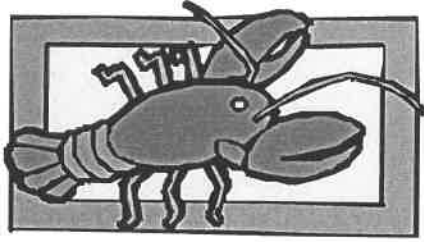
View History of Alerts:

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

For Assistance: <https://instantalert.honeywell.com>

Click on the **Help Request** link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.



Georgetown Central School
AOS #98 Rocky Channels School System
 "Where Kids Are #1"
 Eileen King, Superintendent
 Matthew Carlson, Principal
 www.georgetown.k12.me.us

PO Box 469 52 Bay Point Road Georgetown, Maine 04548 Telephone 371-2160 Fax 371-2595

September, 2016

Dear Parents,

Once you have entered your profile information into Honeywell Instant Alert we ask that you complete the early dismissal form below for your child. **Please return this form to the school office as soon as possible** so that we know where your child should go in the event that school has to close early once we are already in session. Thank you for your prompt attention to this important paperwork.

Sincerely,
 Matthew Carlson
 Principal

Please complete the section below and return to school as soon as possible.

Child(ren)'s Name: _____ Grade(s): _____

Parent's Signature: _____ Date: _____

Please check one of the following:

When Georgetown School has to close early due to bad roads, power outages, etc., please send my child to:
 (choose one option):

- home on his/her regular bus
- send my child to day care at _____
- other: (please specify) _____