



Regional School District #14

Central Office

5 Minortown Road

Woodbury, CT 06798

Telephone Number (203)263-4330

Fax Number (203)263-0372

Dear Regional School District #14 Parents and Guardians,

Regional School District #14 has chosen to adopt the **ALERTNOW Rapid Notification Service** to enhance parental communication. This service will allow us to send a voice message to all parents in the Region with all contact information within minutes, if an emergency occurs at a school or in the district. The **ALERTNOW** service will also assist the schools in reducing the resources needed to pass along key information regarding school events or reminders.

The district will be utilizing **ALERTNOW** for:

- ✓ Emergency notification
- ✓ Inclement weather cancellations or delays
- ✓ Early dismissals due to inclement weather
- ✓ Early-release reminders

Your child's school might utilize **ALERTNOW** for any of the following:

- ✓ Report card and progress report reminders
- ✓ Transportation messages, such as late bus routes or field trips
- ✓ Attendance
- ✓ Grade level information, i.e. field trip reminders

Important:

1. **Your caller ID will display your child's school number anytime a non-emergency call is generated.** Caller ID will *not* display a name with the number.
2. **Your caller ID will display the Central Office main number (203)263-4330 anytime an emergency call is being sent. Examples of an emergency include evacuation or lockdown.**
3. ALERTNOW will leave a message on your voicemail or answering machine.
4. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.
5. ALERTNOW does not call extensions. If you have a direct dial number at work, you should provide your child's school with the direct dial number not a main number plus an extension.

We are very excited to incorporate **ALERTNOW** as a tool to improve parent communication and look forward to having the ability to deliver real time information to you and provide awareness of all the great events that take place within the schools.

The ability to deliver a message is only as successful as the contact information we have for our families, so *please make certain* we have the most up-to-date *direct dial* numbers and email addresses. If this information changes, please let your child's school know immediately. It is possible that the telephone numbers may repeat, but please write in all of the numbers below. This system is designed to enhance our ability to communicate, however you have the option of not participating. Please fill out the form below in the areas in which you want to participate and return it to your school's secretary.

As always, thank you for your continued support of our schools.

Sincerely,

Jay Hubelbank, Director of Fiscal Services

ALERTNOW Contact Information Form

Please print all information.

Student Name: _____ Grade _____

Home Telephone: _____ (_____) _____

Telephone number for Delays and Closing & School Announcements (_____) _____

The information below ↓ would only be used in an emergency. You can choose to give us up to 4 numbers. Please write in all information, even if it duplicates. Examples would be home number (**required**), work numbers, cell numbers. In the event of a school emergency, Alert Now will send a voice message to **ALL** of the numbers designated below.

Emergency Number #2 (_____) _____

Emergency Number #3 (_____) _____

Emergency Number #4 (_____) _____

Emergency Number #5 (_____) _____

Please return this form to your school's main office.