



**ORANGE COUNTY PUBLIC SCHOOLS**  
**TAYLOR EDUCATION ADMINISTRATION COMPLEX**  
**200 DAILEY DRIVE**  
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## **A Message from the Superintendent of Orange County Public Schools**

Dear Parent(s):

Keeping you 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, which is why Orange County Public Schools has implemented Instant Alert™, 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 and guardians by telephone, cell phone, email, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It is an equally effective way to keep you informed of everyday activities, such as event times and locations and schedule changes.

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;
- Send yourself a test text message to make sure your text messaging contact information is entered correctly; and
- Add contact information of other caretakers of your children, such as grandparent(s) or neighbors.

In addition to receiving communication alerts on your designated contact devices, the alert messages will also appear in your online profile. You can use this feature to ready any alerts that may have been erased or deleted accidentally on your other contact devices. If you need assistance with your profile, please send an email to [InstantAlertHelp@honeywell.com](mailto:InstantAlertHelp@honeywell.com) or contact the school that your child attends. If you do not have access to a computer, please feel free to come to your child's school to use our facilities.