



Dear Saint George's School Families:

Welcome to the new school year. Several years ago, we instituted an alert system for school emergencies, closures, and delays. The system is called Instant Alert. It allows us to send information regarding unforeseen events, such as school closures due to snow, directly to your phone (via text or voice) and/or to your computer via email.

Your Instant Alert account from last year is still active with the contact and account information carried over. If any of your emergency contact information from last year has changed, you will need to log on to Instant Alert and update it there. If you have forgotten the password to your Instant Alert account, see the enclosed instructions for recovering your password. If you have other questions, email MacKenzie Crittenden at [mackenzie.crittenden@sgs.org](mailto:mackenzie.crittenden@sgs.org).

**Please note: The Instant Alert System is not connected to any school database.** It is a personal tool for your convenience for emergency situations that have an impact on the entire campus or large groups of students, as in the case of a snow closure. Instant Alert allows you to choose how you want general emergency announcements delivered to you and over what medium. If a grandparent or other adult is responsible for caring for your children, you may want to add their contact information to the system. You can add and remove contact information as needed.

At the same time, it is crucial that the school have current emergency information for each student. Please be sure that the information the school has is current by contacting the appropriate division assistant and giving her any new information for the school's records if there is a change.

Once school begins, please check your e-mail to make sure you are receiving a link to this weekly school bulletin. **If you are not receiving these school emails, please contact John Carter at [john.carter@sgs.org](mailto:john.carter@sgs.org).** Our weekly newsletter is our primary communication tool with parents for regular school business.

School closures and other unforeseen emergencies or changes to the schedule and calendar are also posted on our website on the Parents page which requires the log in "inspiring" and is found at <https://www.sgs.org/parents/>. This is a good page to bookmark or add to your "favorites."

## RECOVERING YOUR PASSWORD FOR PARENTS

If you have forgotten your username or password, you can recover them by following these steps:

1. Go to <http://instantalert.honeywell.com>.
2. Click on the "Forgot User Name/Password" link.



The image shows a web form titled "User Login". It contains two input fields: "User Name:" and "Password:". Below these fields is a link labeled "Forgot User Name / Password" which is circled in red. To the right of this link is a "LOGIN" button. Below the login section, there is a "New User? Sign up now!" link with a pencil icon, and two sub-links: "Parent" and "School Staff".

3. Select "I am a parent who needs to recover my User Name and/or Password."
5. Enter WA as the State and Saint Georges School District as the District.
4. Type your **student's first name** in the first name field and your **student's last name** in the last name field. Type his/her date of birth in this format **MM/DD/YYYY** in the Date of Birth field.
5. Click Submit.
6. An email with your username and password will be sent to your email address.

If you aren't able to login and the above steps don't work for you, please contact MacKenzie Crittenden at [mackenzie.crittenden@sgs.org](mailto:mackenzie.crittenden@sgs.org).