

Letter to Parents

Dear [Enter your School Name] Parent, [Enter your School Name] is pleased to be able to inform you about a new Internet-based service we have just joined called FamilyFirst Alerts. FamilyFirst Alerts is new tool developed by Chatter Inc. that we will be using to inform parents and staff members with Internet access of important notices throughout the school year. This service is being provided by FamilyFirst Alerts at no charge to parents.

Through FamilyFirst Alerts, we are able to post up-to-the-minute school-related announcements on the website, www.FamilyFirstAlerts.com, and send automatic mobile and email notifications to registered users when we need to inform you about changes to the school schedule. In order to start receiving notices from us through your email, just complete the following 4 steps:

1. Register as a user on FamilyFirst Alerts by visiting **www.FamilyFirstAlerts.com**. Once you complete the form, you will automatically be registered to access the system.
2. Browse to our school using the **Browse Schools** link on the left side of the page or you can go directly to [Enter your School Name]'s page by visiting [www.FamilyFirstAlerts/default.asp?School=\[Enter your School's ID\]](http://www.FamilyFirstAlerts/default.asp?School=[Enter your School's ID]) .
3. At the bottom of the screen you will see different types of mobile and email groups, examples might include **School News**, **Parents News**, and **Emergencies/Cancellations/Delays**. Select the group you want to join by clicking on the **Join** link to the right of the group name.
4. You will receive a confirmation mobile message and email to confirm you have entered your information correctly and are capable of receiving SMS to your mobile device. From your mobile phone simply reply to the message as indicated. By email click on the confirmation link indicated to confirm your subscription. You have successfully completed your signup.

If you would like to receive mobile and/or emails from another of the listed groups, just return to our school's home page by clicking on our school name and follow the same process with a second group. You can also see any notification we have posted in the last 24 hours by visiting www.FamilyFirstAlerts.com and log in with your unique ID and password.

With the introduction of FamilyFirst Alerts we look forward to a successful school year with better communication with our community members like you.

Sincerely,