

Dear Parent/Guardian:

Gateway School District is pleased to inform you that beginning in August, 2010 we are officially launching AlertNow, our new parent notification system. AlertNow is capable of sending thousands of calls per minute to homes in the Gateway School District. This automated system will relay important information about school closures or delays as well as any emergency situations that may arise in the Gateway School District. In addition to emergency notifications, AlertNow will be used to communicate important dates or events to your family. You will also be able to receive the District's award-winning newsletter, *Spotlight*, via the email service available on AlertNow. (The District is no longer mailing home a printed version of *Spotlight*.)

In a non-emergency situation (a snow delay, for example), AlertNow will call only the primary number provided by you when your child/children enrolled in the District. These calls will be made and delivered before 10 p.m. or no earlier than 5:30 a.m. The caller ID will display the number, "413-372-5300."

In an emergency situation, all numbers provided via the AlertNow form will be called at the same time and will appear as a "411" call, if you subscribe to caller ID. If the district decides to go from a two-hour delay to a closure, we will send that call as an emergency ("411") to alert everyone of the status change. Please note that the system does recognize duplicate numbers so you should receive only one call per contact number.

It is our goal to communicate properly and efficiently. In an effort to do so, we will need to maintain updated phone numbers. Please take a few moments to **fill out the attached form and return it to the District no later than August 1, 2010**. Mail the forms to *Gateway School District, c/o Cara Zanella, Director of Communications, 9000 Gateway Campus Blvd., Monroeville, PA 15146*. If any information changes during the 2010-11 school year, please be sure to immediately notify the district by sending the changes to Cara Zanella at [czanella@gatewayk12.org](mailto:czanella@gatewayk12.org) or by calling her at (412) 373-5718.

**We will run an AlertNow test at 7 p.m. on Wednesday, August 18, 2010, by calling all of the numbers as provided by parent/guardian on the AlertNow forms (see attached).**

A list of AlertNow Frequently Asked Questions (FAQs) is available on the District web site at [www.gatewayk12.org](http://www.gatewayk12.org). Please go to the home page and click on the "District Information" page then select the "Alert Now" button.

We thank you for your cooperation and we look forward to receiving your contact information so you can begin receiving all important communications from Gateway School District.

Sincerely,

Dr. Joseph A. Petrella  
Superintendent

# Gateway School District AlertNow Signup Form

*Please fill in the necessary information: (Name, Group, and at least one phone number.)*

**Parent/Guardian Full Name:** \_\_\_\_\_

**Student(s) First/Last Name:** \_\_\_\_\_

**Group:** *(Please choose a Group)*

Student

Employee

**Phone Numbers:** *(area code + number)*  
*(Example 734-111-2222, no extensions)*

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Phone 3: \_\_\_\_\_

Phone 4: \_\_\_\_\_

Phone 5: \_\_\_\_\_

**Email:**

*You will need to have at least 1 email address or mobile phone number with text or email capabilities on file to use email function. Without this information, you will not be able to receive the District's quarterly student newsletter, Spotlight.*

No phone numbers (ex: jsmith@my.monroeccc.edu)

Email 1: \_\_\_\_\_

Email 4: \_\_\_\_\_

Email 2: \_\_\_\_\_

Email 5: \_\_\_\_\_

Email 3: \_\_\_\_\_

**Text Messaging Option:**

*Below is only for the text messaging option. Only fill in the following information if you want text messages sent to your cell phone from Gateway School District. You must also list Name, Group, and Phone 1 above in order to select this option.*

**Please Note:** *Gateway also has the capability of sending a text message to your cellular phone, however, if there is a charge from your cellular carrier, make sure you have a plan that covers text messages, before signing up. Gateway School District is not responsible or liable for these incurred text messaging charges.*

**Text Message Information:**

**Mobile Phone Number:** (Please list one (only one) cellular number for text message capability.)

\_\_\_\_\_

You must include cellular provider below for the Text Message function to work. If you do not include your cellular provider no text message number will be entered.

**Cellular Provider:** *(example: Verizon, Sprint, Alltel, AT&T)*

\_\_\_\_\_

