

Phone: 207-633-5097

**Boothbay Region Elementary School**

Fax: 207-633-7130

238 Townsend Avenue  
Boothbay Harbor, ME 04538  
bres.aos98.net

Mark Tess, Principal  
Tricia Campbell, Assistant Principal

Jan. 29, 2018

Dear Parents,

We use the Honeywell Instant Alert for Schools system to notify parents of school closings and cancellations. If your child attends Boothbay Region Elementary School you should already have an online profile in Instant Alert. Please note that our school district is Rocky Channels School System.

For parents with existing profiles in Instant Alert, we are asking that you update your contact information such as telephone numbers, cell phone numbers, and email addresses for the current school year. That way you will be sure to receive notification of school closings and delays.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact Teresa Tess, our Instant Alert Coordinator at 633-5097. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

If you do not have access to a computer or internet services, please feel free to come to the school for help setting up your account. We hope that this service becomes an easy way to provide timely notices from our school to our parents.

Thank you for your prompt attention in providing us with this important information.

Sincerely,

*Mark Tess*

Mark Tess  
Principal