

Instant Alert Message Descriptions

School Closings, Delays, and Alerts

Description:

A School Closing Event Type is one that involves an unscheduled change in the daily school schedule.

- Weather Delay due to weather
- Closing due to weather
- Closing due to loss of utilities
- Early Dismissal due to weather
- Lock Down / School Alerts
- Other **Unscheduled** events

High Importance

Description:

An event that is critical to the daily operations of the school.

- Change in school procedures
- Notification that Grades Cards or Mid-Term Reports are being sent home
- Reminder for a planned delay to the start of school
- Reminder for a planned early dismissal
- Fee reminders (Book Fees, Cafeteria Fees,
- Media Center – Overdue books
- Attendance

Transportation

Description:

An event that involves the day to day operations and schedule of bussing.

- Specific bus running late AM
- Specific bus running late PM
- Change in bus number

Activities

Description:

An event that involves schedules of various activities.

- Cancellation of sporting events
- Ticket information
- Booster Clubs – Athletic, Music, and Academic
- Physical Reminders

General

Description:

An event that involves general information.

- Reminders (Pictures, Forms, Conferences)
- Testing Reminders
- Book Fair
- Yearbook information
- Monthly test calls