



TRUMBULL PUBLIC SCHOOLS

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SUPERINTENDENT

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Dear Parent or Guardian:

One of our goals as a district is to keep parents, community members, and staff rapidly informed about emergency situations and important announcements. We are pleased to continue with K12 Alerts®, our e-mail and text messaging alert service that allows each enrollee to have two e-mail addresses and one cell phone text messaging number so that students' families, staff and community members may receive important information.

HOW IT WORKS: Parents, guardians, community members, and staff who are interested in receiving notifications via home and work e-mails and/or text messaging to their cell phone must register by filling out a simple enrollment form that is now available on the Trumbull Public Schools website, www.trumbullps.org. People signed up for the K12 Alerts® service will be able to update their information online at any time.

HOW TO ENROLL: If you are not already signed up for the K12 Alerts® service, you may do so electronically:

1. Log on to the district web site at www.trumbullps.org
2. Click on the link labeled K12 Alerts®
3. Enter your email addresses, cell phone number and carrier
4. Create your password to access the site and make changes in the future
5. Enter your child's name (if a parent/guardian), select the school name and grade
6. Click the SAVE button on the last page which will save your information

If you do not have access to a computer, you can utilize those that are available at Trumbull's two public libraries.

We hope that you will find this new system helpful as we strive to use as many tools as possible to strengthen the home/school connection. Please do not hesitate to contact the Superintendent's Office at 203- 452-4301, superofc@trumbullps.org, if you have questions regarding the K12 Alerts® service.

Sincerely,

Ralph M. Iassogna
Superintendent of Schools