

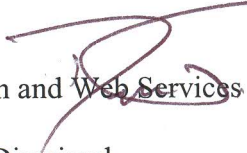
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Office of Communications
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

December 9, 2010

MEMORANDUM

To: Principals and Supervisors

From: Dana Tofig, Director of the Department of Public Information and ~~Web Services~~ 

Subject: Emergency Communications for School Closings and Early Dismissal

I want to remind you about the options that parents, students and staff have to receive notification concerning weather-related school closings or early dismissals.

All of the methods for receiving notification are listed on the Montgomery County Public Schools (MCPS) website: <http://www.montgomeryschoolsmd.org/emergency/sources.aspx>. A flyer that you may print and copy for distribution to parents is included with this memorandum. I want to highlight two changes:

- 1) **Schools Out:** We are no longer posting closure messages on the "Schools Out" website. A message informing subscribers was sent this summer and has been posted on the site.
- 2) **Alert MCPS:** Parents, students and staff can now choose to receive emergency text messages and emails from individual schools through the Alert MCPS system. New and current subscribers can sign up to receive messages from specific schools by going to the Alert MCPS website: <http://alert.montgomerycountymd.gov>. These specific messages will be used only for emergencies, such as closing a school early because it is without power or heat. For the time being, these messages will be sent by my office in collaboration with the principal.

If you have any questions about our emergency notification, please feel free to contact my office at 301-279-3853 or by email at dana_tofig@mcpsmd.org.

DMT:bls

Attachment

Copy to:
Executive Staff

Approved: 
Brian K. Edwards, Chief of Staff