

A Free Service
Sponsored by the
Connecticut Weather Center Inc.

Trumbull Public Schools
6254 Main Street
Trumbull, CT 06611
www.trumbullps.org

Trumbull Loves Children, Inc.
720 Daniels Farm Rd.
Trumbull, CT 06611
www.tlctrumbull.com

Announcing
An E-mail Notification System
For
Staff and Parents of
The Trumbull Public Schools

This **free** email notification service is provided to you by the Connecticut Weather Center, Inc. to enable you to receive notification when weather related cancellations, announcements, or other notifications have been posted by any of the participating educational institutions, libraries, organizations and businesses. Trumbull, as well as the majority of school districts throughout the state, participates in using the CT Weather Center for posting weather and non-weather related essential announcements. Now you can be notified at work or home if Trumbull posts an important information announcement. Weather related announcements would post cancellations of schools, meetings or activities, delayed openings and early dismissals. The e-mail notification system will inform you of the posting by sending a notice to your e-mail.

To register for this free service, go to www.ctweather.com and complete these 4 easy steps:

1. Scroll down the menu on the left to "e-Notifications".
2. **Click on "e-notifications" and then click on "Schools" to register for BOE messages and "Learning Centers" to register for TLC messages.**
3. Type in your e-mail address under "Schools" and/or "Learning Centers". You can duplicate this process and submit more than one e-mail address if needed.
4. Within 72 hours, you will receive a confirmation request on your e-mail address. Reply to the request by clicking on the link and follow the directions to access your account and identify Trumbull in the pull-down menu. **You must identify and submit Trumbull as a notification district – this is not automatic.** You can identify as many districts as needed by duplicating the identity and submit process. **It is very easy and user friendly.**

Act soon so that you can complete the process and receive notification of important posted announcements. A special thanks to ct.weather.com and while you are there, check out this fabulous information site.

To access posted information, just check your e-mail! It's THAT simple!