



**Washington  
Community  
Schools**



**Would you like to be notified *directly* when classes are cancelled?**

**Sign up for Iowa School Alerts — a FREE e-mail notification service provided by the State of Iowa!**

This school district is a participant in the Iowa School Alerts program, which means you can sign up to receive free e-mail notifications when classes for our district, or a particular school building, are to be closed, dismissed early or started late due to weather or other circumstances.

### **How to Sign Up**

1. Click on “Sign Up!” in the Main Menu at <https://schoolalerts.iowa.gov>. This will take you to the “Enterprise A&A” screen for the State of Iowa. If you already have an account with the State (say, for another online application), there’s no need to create another one.
2. Follow the on-screen instructions to enter your name and e-mail address, and create secret questions and your password. This step involves obtaining a code from an e-mail sent to you to confirm your registration.
3. Once you have created and confirmed your account registration, you will be taken back to the School Alerts site where you can click on “My Subscriptions” to add the school districts/buildings you would like to receive notices for. Once you’ve selected a school, you are asked to enter the e-mail addresses or cell phone addresses where you would like notifications sent. You can add as many e-mail addresses as you’d like! (Please note that some wireless services providers may charge you for receiving e-mails or text messages. You are responsible for those charges.)

That’s it! After signing up you will receive e-mail notifications directly from the school whenever classes are cancelled. You can review your alert settings and all current notifications for the state at any time by visiting the Iowa School Alerts website: <https://schoolalerts.iowa.gov>.

### **Frequently Asked Questions**

#### **How much does it cost?**

There is no charge to sign up for Iowa School Alerts. Funding has been provided by the IOWAccess Advisory Council, which seeks to bring more e-government services to the citizens of Iowa. Please note, however, that you are responsible for any fees charged by your wireless provider for receiving messages.

#### **How does it work?**

Your school’s superintendent logs in from any computer with an Internet connection and creates one message, which is then sent to everyone who has signed up to receive notices for the affected school district/buildings. Media outlets, day care providers, school staff and others are also being encouraged to sign up for notices. The computer application was designed by staff at the Iowa Department of Administrative Services.

#### **Who do I contact with questions?**

Contact the school’s administration office or send an e-mail to [schoolalertsinfo@iowa.gov](mailto:schoolalertsinfo@iowa.gov).

