



SCHOOL CLOSING SYSTEM INSTRUCTIONS

School Name: _____

ID number: _____

Password: _____

PHONE METHOD

Call **1-866-320-5793** and follow the prompts. You will be asked to enter your school's ID number, password number and the appropriate Primary Status Code from the list provided.

* If you need to post information which is not Included in the list – you must use the **Online Method** below.

ONLINE METHOD

Go to <https://www.newscentermaine.com/closings/admin-2>

Enter ID and Password numbers and Follow the instructions for entering status Codes or your custom message in the Alternate Status box.

IMPORTANT: To report a non-storm related Cancellation caused by power outage, burst Pipes, furnace failure, etc., please call the News Department at 828-6666.

Mark Parent
Promotions/Production Manager
991-5381

PRIMARY STATUS CODES

1. Closed
2. 1 Hour Delay
3. 90 Minute Delay
4. 2 Hour Delay
5. 1 Hr. Delay / No AM Kindergarten
6. 90 Min. Delay / No AM Kindergarten
7. 2 Hr. Delay / No AM Kindergarten
8. No Classes / Teachers Report
9. No PM Kindergarten
10. Early Dismissal at 10 AM
11. Early Dismissal at 10:30 AM
12. Early Dismissal at 11 AM
13. Early Dismissal at 11:30 AM
14. Early Dismissal at 12 Noon
15. Early Dismissal at 12:30 PM
16. Early Dismissal at 1:00 PM
17. Early Dismissal at 1:30 PM
18. No After School Activities
19. Closed at 10 AM
20. Closed at 11 AM
21. Closed at 12 Noon
22. Closed at 1 PM
23. Closed at 2 PM
24. Closed at 3 PM
25. Closed at 4 PM
26. Open at 9 AM
27. Open at 10 AM
28. Open at 11 AM
29. Open at 12 Noon
30. Open at 1 PM
31. Open at 2 PM
32. Open at 3 PM
33. Open at 4 PM
34. All Classes cancelled
35. No Day Classes
36. No Afternoon Classes
37. No Evening Classes
38. No Adult Education
39. School Board Meeting cancelled
40. School Committee Meeting cancelled
47. Remote School Day
48. In Person & Remote Learning cancelled