

## Connect-Ed Emergency Contact Information Update Fall, 2007

We are in the process of updating the information used for **Connect-Ed notification**. Please print and complete a hard copy of this form, and return it to your child's school no later than **Friday, November 16, 2007**.

Student's Last Name:	Student's First Name:	
School:	Grade:	DOB:
Primary Address:	AM Bus #	PM Bus #
Child resides with both parents? <input type="checkbox"/> Yes <input type="checkbox"/> No Is parent pick-up restricted by a custody order or other special circumstances? <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: Custodial parent/guardian must provide any legal documents that restrict parental notification or transportation.	Parent 1 NAME:  <input type="checkbox"/> Custodial parent	Parent 2 NAME:  <input type="checkbox"/> Custodial parent
Home/Primary Phone: (This number will be called for all <b>emergency alerts, A.M. school cancellation/delay notices, and for general announcements from the principal or superintendent.</b> )	Parent 1 Home Phone:	Parent 2 Home Phone: (if different)
Cell Phone: (This number will be used for <b>emergency</b> alerts including early dismissal, school evacuation, or delayed dismissal when alternative transportation/ parent pick-up may be needed.)	Parent 1 Cell Phone:	Parent 2 Cell Phone:
Work/Other Daytime Phone: (This number will also be used for <b>emergency</b> alerts. Connect-Ed messages cannot be sent to extensions. Use a direct line that will be answered by you, or by someone who will know that they must contact you if they receive an automated emergency message from HWRSD.)	Parent 1 Work/Other Phone:  <input type="checkbox"/> This is a direct phone line.	Parent 2 Work/Other Phone:  <input type="checkbox"/> This is a direct phone line.
E-mail (optional): List the e-mail address that you have access to and check during the day.	Parent 1 E-mail:  <input type="checkbox"/> Use for emergency notification only.	Parent 2 E-mail:  <input type="checkbox"/> Use for emergency notification only.
Additional Number (optional): Connect-Ed can store up to <b>six</b> emergency numbers per student. If there is someone who provides regular after-school care for your child, is authorized for pick-up and should be included in an automated Connect-Ed <b>emergency</b> notification, you may indicate <b>one additional number</b> .	<b>Additional Authorized:</b> NAME:  Phone:  Relationship to student:	

### IMPORTANT NOTES:

- Designate direct lines that will be answered by you, or by a person who understands the HWRSD Connect-Ed system. **The Connect-Ed system will not call extensions.**
- Routine announcements such as morning delays/ cancellations will go to the home/primary number only, but in an emergency alert, **up to six designated numbers will be automatically called.** Remember to explain the Connect-Ed automated message system to co-workers who may answer the phone at your place of business.
- Sometimes, Connect-Ed messages will provide instructions for student pick-up in an early dismissal, delayed dismissal, or off-site evacuation situation. Anyone contacted for authorized pick-up should be within a 30-45 minute drive from the school, and cross-referenced in the Emergency/ Non-Prescription Medication Form.
- The Connect-Ed delivery system is calibrated to determine whether a person or answering machine has picked up the phone, and waits for sounds followed by silence before beginning the message. Excessive background noise may affect the delivery. If you need to have the message repeated, press the star (\*) key. If you experience any problems with the transmission of an emergency alert message, please call the school.
- If you have any questions about Connect-Ed, or need additional guidance to designate the best possible contact information, please call the building secretary at your child's school or Gina Kahn at 596-9011 ext. 297.
- If you need translation or TTY services for emergency messages, please contact your child's school.