

## HWRSD EMERGENCY CONTACT INFORMATION UPDATE

The following information is used for **Blackboard Connect**, the district's electronic notification/emergency communication system. Please print and complete this form, and return it with your registration information or School Emergency Form.

<b>STUDENT'S LAST NAME:</b>	<b>STUDENT'S FIRST NAME:</b>	
<b>SCHOOL:</b>	<b>GRADE:</b>	<b>DOB:</b>
<b>PRIMARY ADDRESS:</b>	<b>A.M. BUS #:</b>	<b>P.M. BUS #:</b>
Does the child reside 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 <i>NOTE: The custodial parent/guardian must provide any legal documents that restrict parental notification or transportation.</i>  Parent 1 Name: _____ Are you a custodial parent or guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No Address: (if different from student) _____  Parent 2 Name: _____ Are you a custodial parent or guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No Address: (if different from student) _____		
<b>HOME PHONE:</b>  <i>NOTE: These numbers will be called for all <u>emergency alerts</u>, A.M. school cancellation/delay notices, and for general announcements from the principal or superintendent. <b>If you use your cell phone as your primary phone number, please leave this blank.</b></i>	<b>Parent 1 Home Phone:</b>  _____	<b>Parent 2 Home Phone:</b> <i>(if different than Parent 1)</i>  _____
<b>CELL PHONE:</b>  <i>NOTE: These numbers will be used for <u>emergency alerts</u> including early dismissal, school evacuation, or delayed dismissal when alternative transportation/parent pick-up may be needed. <b>If you indicate that this is your primary phone, it will also be used for all general announcements.</b></i>	<b>Parent 1 Cell Phone:</b>  _____  <input type="checkbox"/> Use as primary # for all messages and alerts..	<b>Parent 2 Cell Phone:</b>  _____  <input type="checkbox"/> Use as primary # for all messages and alerts.
<b>WORK/OTHER DAYTIME PHONE:</b>  <i>NOTE: These numbers will also be used for <u>emergency alerts</u>. Automated messages cannot be sent to extensions at this time. 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 emergency message.</i>	<b>Parent 1 Work/Other Phone:</b>  _____  <input type="checkbox"/> This is a direct phone line.	<b>Parent 2 Work/Other Phone:</b>  _____  <input type="checkbox"/> This is a direct phone line.
<b>EMAIL:</b>  <i>List the e-mail address that you have access to and check during the day.</i>	<b>Parent 1 Email:</b>  _____	<b>Parent 2 Email:</b>  _____
<b>ADDITIONAL NUMBERS:</b>  <b>The notification system can store a total of ten home/cell/work/fax numbers per student. Please designate at least one person who is authorized for pick-up on your child's emergency form, and will receive automated emergency notifications. If designating more than one person, or if including any pager numbers, please use the back of this form, but note that only the first ten numbers that you have designated can be stored in the Blackboard Connect system.</b>	<b>Additional Authorized Emergency Contact:</b>  Name: _____ Address: _____ Home Phone: _____ Cell Phone: _____ Work phone: _____ Email: _____ Relationship to Student: _____	

If applicable, I have provided additional contact information on the reverse side of this form.

**IMPORTANT NOTES:**

- Designate direct lines that will be answered by you, or by a person who understands the HWRSB Blackboard-Connect system. **The Blackboard-Connect system will not call extensions at this time.**
- Routine announcements such as morning delays/cancellations will go to the home phone/primary number(s) only, but in an emergency alert, **up to ten designated numbers will be automatically called.** Remember to explain the automated message system to co-workers who may answer the phone at your place of business, and to the person or persons that you have designated as additional emergency contacts. **Be sure to also list anyone authorized for emergency pick-up on your child's school Emergency/Non-Prescription Medication Form (see next item).**
- Sometimes, automated 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 Blackboard-Connect delivery system is programmed 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 message 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 the automated notification system, or need additional guidance to designate the best possible contact information, please call the building secretary at your child's school.
- If you need translation or TTY services for emergency messages, please contact your child's school.

<p><b>OPTIONAL ADDITIONAL NUMBERS:</b></p> <p>The notification system can store a total of ten home/cell/work/fax numbers per student. If you have not already listed ten phone numbers on the previous page, you may designate <u>another person</u> who is authorized for pick-up on your child's emergency form, and will receive automated <b>emergency</b> notifications. Please remember that only a total of ten numbers can be stored.</p>	<p><b><u>Additional Authorized Emergency Contact:</u></b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Home Phone: _____ Cell Phone: _____</p> <p>Work phone: _____</p> <p>Email: _____</p> <p>Relationship to Student: _____</p>
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