

Alert Now Rapid Notification System Fall 2008 Update

Introduction

The following information is being provided in order to inform all parents and guardians of the Lake Central School Corporation with valuable information pertaining to the Alert Now message system.

Guidelines for Use

- Messages sent to announce school delays/cancellations due to weather may be sent as early as 5:30 AM.
- Emergency messages will be sent as soon as adequate information about an incident is available.
- Informative messages will be sent to parents, guardians, and staff members between 5 and 8 PM and will only be sent to the primary number or email.
- All messages will begin with the identification of the school administrator followed by the text of the message. A farewell greeting will be included so that recipients know they have heard the message in its entirety.

System Limits

The system is capable of sending up to six messages in case of an emergency. Recipients need not include contact data for all six possibilities.

School delays and cancellations due to weather may occur as early as 5:30 AM. Please consult with family members and friends prior to listing their number below.

Student Name _____ School _____ Grade _____

Listed below are the Alert Now phone numbers that are currently listed in our database. If you would like to make a change, please follow the instruction listed in the table.

Phone 1 (Primary)	Phone 2	Phone 3	Phone 4	Phone 5
Mark out number above and enter new number below if you want to change any numbers.				

Some messages will also be sent in text message to an email address. Please enter your primary email address below:

Current Email on file	
Updated email	

Please return this form to the office of the school your child is attending.

Any questions regarding the Alert Now system should be directed to your child's school secretary.

Parent/Guardian Signature

Date

Printed Name