

# ALERTNOW Student Information Sheet

1. Caller ID will display the school’s main number when Informational Messages are delivered.
2. Caller ID will display **411** for Priority Messages indicating an **emergency situation**.
3. Be sure to say “Hello” when you answer the phone. The technology must hear a voice to deliver. ALERTNOW will leave a message on any answering machine or voicemail.
4. Calls with information about school cancellations will be made to the Primary and Secondary Contact phone numbers only. When inclement weather occurs overnight causing school to be cancelled, calls will be made between 6:00-6:30. Major media outlets will also be notified as has been the district’s practice.
5. **Students who divide their time between two different residences** (ex. divorced parents)—Please list one residence as Primary and the other as Secondary so both sets of parents receive general announcement information.

\*\*Please PRINT information\*\*

<b>Student Last Name</b>	<b>Student First Name</b>	<b>Home Language</b> <small>(if other than English)</small>	<b>Grade</b>

	Name	Relationship	Number
<b>Primary Phone Number</b> <i>This number will receive both Informational and Priority messages.</i>			( ___ ) ___ - ____
<b>Secondary Phone Number</b> <i>If a phone number is entered, this contact will also receive both Informational and Priority messages.</i>			( ___ ) ___ - ____
<b>Emergency Phone 1</b>			( ___ ) ___ - ____
<b>Emergency Phone 2</b>			( ___ ) ___ - ____
<b>Emergency Phone 3</b>			( ___ ) ___ - ____

❖ Annually, the Springfield Public School District will conduct two tests of the AlertNow notification system with both tests occurring in early to mid October. Parents/Guardians will be notified of the specific dates prior to the actual test being administered. Please inform the emergency contacts, listed above, of these test dates.