

ALERTNOW Student Information Sheet

1. Caller ID will display the school’s main number when general announcement is delivered.
2. Caller ID will display **411** if the message is an **emergency**.
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. When inclement weather occurs overnight, calls with information about school cancellation will occur between 6:00-6:30 a.m. The Primary and Secondary Contact phone numbers will be called. Major media outlets will also be notified as has been the district’s practice.
5. When inclement weather occurs *during the school* day and school must be released early, all numbers below will be called.
6. **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



Student Last Name	Student First Name	Home Language <small>(if other than English)</small>	Grade
Primary Phone Number <i>This number will receive both emergency and general announcement information</i>	Name	Relationship	Number (_ _ _) _ _ _ - _ _ _ _ _ <small>*Needs translation to Home Language <input type="checkbox"/></small>
Secondary Phone Number <i>This number will receive both emergency and general announcement information</i>			Number (_ _ _) _ _ _ - _ _ _ _ _ <small>*Needs translation to Home Language <input type="checkbox"/></small>
Emergency Phone 1			Number (_ _ _) _ _ _ - _ _ _ _ _
Emergency Phone 2			Number (_ _ _) _ _ _ - _ _ _ _ _
Emergency Phone 3			Number (_ _ _) _ _ _ - _ _ _ _ _