



Please Complete & Return

Parent/Guardian: _____

Dear Malcolm Public School Parents,

The safety of the students, faculty and staff at Malcolm Public School is one of our top priorities. For that reason, we want to improve our communication with the parents so we have chosen to adopt the STN ALERTNOW Rapid Communication Service. This service will allow us to send a message to ALL of our student's parents on their contact numbers within minutes after an emergency or incident has occurred at the school. We are hopeful that this ability will give you, the parent, peace of mind knowing that if an emergency should happen, you will be informed immediately.

The message that you will receive may be used to alert parents and other emergency contacts about the situation occurring at the school. Primarily, we hope to only have to use ALERTNOW to send important non-emergency messages out to parents like early school closings due to weather, but parents should be aware that we will have the capability to briefly notify them should a more serious situation arise.

The delivery success of the message is only as successful as the contact information we have for our students, so please make certain that we have the most current and up to date contact information. For early morning school closings, the school will use the **primary** phone number listed below. In order for the message to be delivered successfully and in a timely manner we are asking that all of our parents fill in the form below with all of their current contact information preferred to be used by the automated system. The contact numbers will be called in the event of an emergency at the school in which we feel it is imperative that you, the parent, are notified as soon as possible. Examples: home, dad cell, mom cell, mom work, etc. Should this information change throughout the year, please let us know immediately.

Important:

1. If you have caller ID, the caller ID will display *either* 411 *or* the school phone number anytime a call is coming through from the school. Caller ID will not display a name associated with the number.
2. **There is a slight two to three second pause once the phone has been answered. Please stay on the line. The system needs to detect a couple seconds of silence to determine whether a live person has picked up the phone or an answering machine. Do not keep saying hello.**
3. The system will leave a message on your voice mail or answering machine. However, the system is set to ring each line six (6) times. If your answering machine is set to pick up after the sixth ring a message will not be delivered to your machine. We encourage you to set it at five (5) rings.
4. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines you may not receive the call. For example, with Privacy Director all incoming calls are rerouted and the callers must identify themselves for the call to go through. Because this system is automated it will not identify itself, thus the call will not get through to your number.

- **Please Note:** The ALERTNOW system can accept **only direct-dial** numbers.

Contact Number	Description	Number
Example:	Mother's Cell Phone	402-555-5555
Primary # (Early morning closing)		
2nd (school hours)		
3rd (school hours)		
	Description	Address
Example:	Home Email	you@home.com
Email address		