

## **What is ALERT NOW!**

The ALERT NOW is an automated communication system that allows us to provide immediate information to our stakeholders through phone call or e-mail. We will utilize the ALERT NOW system to disseminate information to the parents. For example, we sent 2 ALERT NOW messages during last month's late dismissal. The first message alerted parents that we were holding students due to weather and the second letting parents know that the students had been released. In addition, the district sent 2 messages with important information. It is imperative that the phone numbers and information be updated and accurate.

## **How do I update it?**

You can do this through Parent Assistant (PA). When you log into PA, click on General Information in the upper left hand corner. Go to emergency contacts. At the bottom of the list "call sequence 9" is the Alert Now line. To the right of that line, click on the change button. Please do NOT change the Call Sequence from 9. This is the system's indicator that this number is the Alert Now number. Only change the box labeled home phone number. In this box, type the phone number in which you would like the ALERT NOW message sent. This should NOT be the home number unless you are at home most of the time. You may want to consider your cell phone to be the preferred number for ALERT NOW to contact. Once a change has been added successfully, you will receive a message that your request must be reviewed and approved by the school.

## **Student Emergency Contact Card**

We will not release students to individuals not listed on the student information form (Emergency contact card) listed in the main office. Please make sure we have accurate emergency information on the form. You can change this information on PA as well, but we encourage you to submit your request or changes in **writing** to Deanna McCarron in the main office. Mrs. McCarron will make the necessary changes and keep your request on file. If power is affected by a storm, we would not have access to this information via computer, so this serves as a very important back up. To release a child to someone other than their parent, that person **MUST** be listed on the emergency contact form. If you carpool, we suggest you add those names as emergency contacts. Please note that we are unable to accept verbal or faxed statements during an emergency.

If you have any questions or need any assistance, please contact Deanna McCarron at 547-7880. I cannot stress enough the importance of staying updated and working together to ensure the safety of our children. It is our top priority. We appreciate your continued support.