

VERNON PUBLIC SCHOOLS

Office of the Superintendent
30 Park Street • P.O. Box 600
Vernon, CT 06066-0600
Fax (860) 870-6005

Website: www.vernonschools.com



Mary P. Conway, Ed.D.
Superintendent of Schools
(860) 870-6000 ext. 124

Deborah Murasso
Assistant Superintendent of Schools
(860) 870-6000 ext. 143

December 8, 2011

Dear Lake Street School Parents/Guardians,

As you know, on Monday, December 5, 2011 we sent out a test message to all Lake Street School parents. The test was a success; however, we learned that in order to be efficient we do need to have clean data which includes up-to-date phone numbers and email addresses. ALERTNOW sends out messages to your designated primary number as well as your email address and cell phone if you have already provided them to the school.

In order to ensure that all your contact information is current at your child's school, please fill out the attached **ALERTNOW Emergency Notification Service - Parent/Guardian Information Sheet**. Kindly return this form to your child's school as soon as possible so that in an event of an emergency we can inform you immediately.

As always, thank you for your assistance and cooperation in helping us get our emergency notification system started.

Sincerely,

A handwritten signature in blue ink that reads "Mary P. Conway". The signature is fluid and cursive.

Mary P. Conway, Ed.D.
Superintendent of Schools

MPC/tb

ALERTNOW EMERGENCY NOTIFICATION SERVICE

PARENT/GUARDIAN INFORMATION SHEET

(PLEASE RETURN TO YOUR CHILD'S SCHOOL)

(Please print all information clearly.)

Child's Name: _____

Teacher or Homeroom Teacher: _____

PLEASE NOTE:

- (1) For **GENERAL** school alert messages, such as school reminders, an alert message will be sent to your 1st and 2nd contact phone numbers and email addresses.
- (2) For **EMERGENCY** school alert messages, such as school cancellations, early dismissals, delayed openings, etc. an alert message will be sent to your 1st, 2nd, 3rd, and 4th contact phone numbers and email addresses.

Please list your contact information below FOR GENERAL AND EMERGENCY ALERTNOW MESSAGES:

PHONE NUMBERS:

1st Contact Primary Phone Number: _____

2nd Contact Primary Phone Number: _____

3rd Contact Phone Number: (emergencies only) _____

4th Contact Phone Number: (emergencies only) _____

EMAIL ADDRESSES:

1st Contact Primary Email Address: _____

2nd Contact Primary Email Address: _____

3rd Contact Email Address: (emergencies only) _____

4th Contact Email Address: (emergencies only) _____