

Dear Parents,

Keeping you informed is a top priority at Wilber Clatonia Public Schools. That's why we have adopted the ALERT NOW Notification Service which will allow us to send a telephone or email message to you providing important information about school events or emergencies. We anticipate using ALERT NOW to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events.

What you need to know about receiving calls sent through ALERTNOW

- Caller ID will display the school's main number when a general message is delivered.
- ALERT NOW will leave a message on any answering machine or voicemail.
- If the ALERT NOW message stops playing, press any key 1-9 and the message will replay from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Please return the form below to Connie Hasenohr in the Superintendent's office. Note that the primary phone number will be called for standard and emergency calls. Thank you for your cooperation and if you have any questions, please don't hesitate to contact us.

A Couple of Points about Primary Phone Numbers:

- Since voice alerts are not specific to one person or family, please make sure the phone numbers you would like are answered by you or a family member (i.e. Home phone and/or cell phone). If you work in a large business or factory, please DO NOT list the business's main number. Whoever answers the main number of the business will probably not know who to direct the message to.
- The system will only dial a 10 digit number. Area code + remaining seven digits. No extensions will be dialed and will be excluded from the system.

A Couple Points about SMS Text Messaging:

- SMS text messaging is also available in addition to receiving voice and email alerts.
- You may receive both voice alerts and SMS text alerts on your cell phone.
- Wilber Clatonia Public Schools will not be liable for text messaging charges so please check with your provider before opting for SMS text messages.

We are very excited to incorporate ALERT NOW as a tool to improve parent communication and look forward to having the ability to deliver real time information to you. Thank you for your cooperation and if you have any questions, please don't hesitate to contact us.

Regards,
Ray Collins, Superintendent

Please complete the information below and either print or e-mail the form by using the buttons below.

Parent(s) Name: _____

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

When finished filling out the form, please use the buttons below to either send it directly to the school using e-mail or to print your completed form and send it with your child to school. Please have them drop this form off at the office.

Phone Number #1: _____

Phone Number #2: _____

Please keep us updated with any phone or e-mail address changes.

E-mail Address #1: _____

E-mail Address #2: _____

Text Number #1: _____

Text Number #2: _____