

**IMPORTANT NEW PROGRAM INFORMATION REQUEST
SAINT MARY SCHOOL**

St. Mary School will participate in the ALERTNOW Rapid Response network this year.

We have adopted ALERTNOW to improve our ongoing parent notification and communication. ALERTNOW is a web based rapid notification service that allows St. Mary School to contact hundreds of parents or guardians simultaneously. ALERTNOW is responsible for hosting all of the hardware, software, and phone lines. Therefore, ALERTNOW works even when local power, Internet or local school phone lines are inoperable.

In order for this system to be highly effective as an emergency and special event communication system, we must provide ALERTNOW with a database of our family names, contact numbers, and email addresses. We ask that every school family complete this form and return it to school prior to August 17. The cost of participating in this program is \$5 per family. If you do not wish to be included in the ALERTNOW system, please indicate that choice on this form and return it so we can exclude you from the contact database.

*Important—please note that in an emergency situation (including weather emergencies resulting in school closure or delay), the ALERTNOW system will contact all of the numbers and/or emails you have listed, and you will receive multiple notifications. Any non-emergency communications will be sent **ONLY** to the first phone number and/or the first email that you have listed (for non-emergency communication, we will primarily use email). Also—we have determined that there is no way for the system to call a business extension; any calls to your work numbers will be received by the main switchboard or number. Please make sure that is acceptable before listing those numbers for inclusion in the ALERTNOW database.

If you would like to receive more information about ALERTNOW, please visit the website www.alertnow.com

We ask that you be patient with us as we set up our database and learn how to successfully expand our school's use of this system.

IMPORTANT—separated/divorced parents and grandparents requiring emergency notification need to fill out a **separate database information sheet** so that they will receive the primary calls in non-emergency situations. You may duplicate this sheet.

ALERTNOW Database Information—2008 - 2009

Your name (to be listed as contact): _____

I (circle one) **DO** **DO NOT** wish to participate in the ALERTNOW contact system at St. Mary School.

Signature & date

If you do wish to participate, please provide the following information—

Your child/ren's name(s) and grades for the 2008/2009 school year:

Primary phone #, with area code (for non-emergency announcements, this is the only # that will be called)

Other phone #'s you'd like listed for emergency contact, with area code

Primary email address (for non-emergency announcements, this is the only email address that will be used)—PLEASE PRINT CLEARLY AND CAREFULLY!

Other email addresses you'd like listed for emergency contact

Please make sure that all numbers and letters are clearly written and legible. Thank you!