

Dear Parents,

Keeping you informed is a top priority at Palmyra Area School District. That's why we have adopted the *ALERTNOW* Notification Service which will allow us to send a telephone message to you providing information about emergencies, school events that we would normally broadcast, or student absences. In the event of an emergency at school, you can have peace of mind knowing that you will be informed by phone.

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, it will be your responsibility to let us know immediately. Changes can be made by contacting your child's school office.**

What you need to know about receiving calls sent through *ALERTNOW*

- Caller ID will display the school's main number when a general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver the message. Please make sure your answering machine has a message that the system can recognize in order to leave a message.

***ALERTNOW* will leave a message on any answering machine or voicemail.**

Please return all forms to your child's school office. *ALERTNOW* will be unable to contact you if the form is not returned. Thank you for your cooperation, and if you have any questions, please do not hesitate to contact us.

Regards,

Dr. Collene R. Van Noord, Superintendent

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Name _____ Grade _____ Building _____

Primary phone number	()
Emergency phone 1	()
Emergency phone 2	()

Emergency phone 1-2 will be used if primary number is not available.

