

BEDFORD CITY SCHOOL DISTRICT



The Bedford City School District uses the ALERTNOW rapid communication service. ALERTNOW is a web-based notification system that can send thousands of telephone messages within minutes to provide important information about events or emergencies.

RECEIVING MESSAGES

Parents/Guardians will receive two different types of calls from your child's school:

- **Routine calls.** These calls include upcoming events, such as open houses, meetings, school activities, and **unexcused student absences**. Messages sent by ALERTNOW display the school's phone number on Caller ID. ***Routine calls are made only to the primary phone number.***
- **Emergency calls.** These calls might include **school delays or cancellations due to inclement weather**. Emergency messages display "411" on caller ID so parents/guardians recognize the nature of the call. **Emergency calls are made to ALL phone numbers provided.**

Note: *If the ALERTNOW message stops playing, press key #1 to replay the message.*

IMPORTANCE OF ACCURATE CONTACT INFORMATION

In order for ALERTNOW to work, schools must have updated phone numbers and e-mail addresses. Parents/guardians need to **verify** their contact information and update their child's school immediately when information changes. You may provide up to four phone numbers to be contacted in an emergency. ***Routine calls will be made only to the primary phone number.*** E-mail messages will be sent for routine announcements at the discretion of the principal.

SECURITY

All contact information is confidential and secure, and all data is password protected and accessible only by authorized school administrators. Information provided will be used for official school communication only! E-mail addresses will not be provided to any third party.

DIRECTIONS

Please complete the attached card and return it with your student to school.

BEDFORD CITY SCHOOL DISTRICT ALERT NOW Contact Information

DIRECTIONS

Please complete card and return it with your student to school. **Note:** For the primary telephone number, please list the number which **you** are most likely to answer, such as your home, work, or cell phone. This is different from designating someone to act on your behalf for your child during an emergency.

Child's Name _____ School _____ Grade _____

Your Name _____ Relationship to child _____

Primary phone number	()	Contact Name: _____	This number is (please circle) work home cell
Phone # 2 (optional)	()	Contact Name: _____	This number is (please circle) work home cell
Phone #3 (optional)	()	Contact Name: _____	This number is (please circle) work home cell
Phone #4 (optional)	()	Contact Name: _____	This number is (please circle) work home cell
E-mail Address (optional)		Contact Name: _____	This e-mail is (please circle) work home

Note: for routine calls, only the primary phone number will be called. For emergencies, ALL phone numbers will be called.