



## Summit Public Schools

14 Beekman Terrace  
Summit, NJ 07901  
908-918-2100

September 1, 2009

### **IMPORTANT: Parent Notification System**

Dear Parents/Guardians,

Summit Public Schools is replacing the emergency phone chain with a new automated parent notification system. This system will allow us to provide the families of our students with more timely notifications of school emergencies such as inclement weather closings. Our hope is that this system will supply us with a tremendously improved capability to quickly provide the district's families with important notifications.

**If you signed up for notification through any of these means and do not receive our test messages on this date**, then you should complete the following form and **send it to the office of the school that your youngest child attends.**

**If you did not receive a notification call at all**, then we need to update your data so that you will receive future calls. To update your information, complete the form and **send it to the office of the school that your youngest child attends.**

If you have questions about this letter, you may call our hotline at 908-918-2137.

NOTE: When the system calls, it will wait until someone speaks and then it will provide the message after a short pause.

**Use this form to update your contact information.**

The phone notification system can be used to send messages to home phones, work phones, cell phones, email, and text-message enabled phones. Please provide as much information as possible so that we can reach you in the event of an emergency notification.

(A) Check this box if you did not receive any of the calls, emails, or text messages during the test of the system.

For each child in our school system, please list the following information:

(B) Child's First Name	(C) Child's Last Name	(D, E) Name of School	(F) Grade Level

(O) Home Street Address \_\_\_\_\_

(P) City \_\_\_\_\_ (Q) State \_\_\_\_\_ (R) Zip \_\_\_\_\_

**Phone Information**

Please provide the following information for each phone on which you would like to receive school notifications:

(G) Home Phone Number: \_\_\_\_\_

(H) Work Phone Number: \_\_\_\_\_ (The system does not recognize extensions)

(I) Cell Phone Number: \_\_\_\_\_

(Can be used for a custodian

(J) Other Phone Number: \_\_\_\_\_ that lives at another address)

**eMail Notifications**

(K) Home email address: \_\_\_\_\_

(L) Other email address: \_\_\_\_\_

**Text Messaging**

(M) If you want to receive notifications via text message, please provide the 10-digit phone number to which you want the messages sent: \_\_\_\_\_

(M) In order for this system to properly send you text messages, we need to know which provider you use. (Examples: Cingular, Nextel, Sprint, Verizon, AT&T, T-Mobile, Alltel PC): \_\_\_\_\_

**RETURN THIS FORM TO THE MAIN OFFICE OF THE SCHOOL  
YOUR YOUNGEST CHILD ATTENDS**