



CORPUS CHRISTI SCHOOL

August 7, 2009

Dear Parents,

Welcome to new and returning families. This is a reminder that Corpus Christi will continue using *School Messenger* notification system to communicate informational as well as emergency information to all families at Corpus Christi.

In an emergency situation (national security, inclement weather, etc.), Corpus Christi has the capability to send out a message via phone and email to all families within 15 minutes. The system also allows informational messages to be sent. Please note below the differences between the two messages.

Emergency notifications can occur anytime between 5:30 am and 9:45 pm. For emergency notifications only, the following fields are pulled from our student database if they are given to the school.

Student Home Phone	Dad's Cell
Official Email Given to School	Mom's Work Phone
Dad's Work Phone	Mom's E-mail
Dad's E-mail	Mom's Cell

Please note that the system CANNOT handle extensions. If you have an extension at your work, it will dial the main number and leave a message with whoever answers.

Informational messages will generally be scheduled for early evenings and will leave a message if you have an answering machine. Only the home phone and the official email are notified for informational messages.

On Friday, August 14th, the School will send an informational message to all families. Later in September, we will conduct an emergency test of the system. Please note that the message will clearly state that it is a test. It is important that you always notify the school of any phone number change (home, work or cell) as well as email address changes.

If you are not sure we have the correct contact information or would like certain fields to be blocked, please return this to either Main Office ASAP or email info@corpuschristischool.org. **Please include your child's first and last name along with their grade in the email.**

	Preferred information	Block this field
Student Home Phone		
Official Email Given to School (informational and emergency notifications)		
Dad's Work Phone		
Dad's E-mail		
Dad's Cell		
Mom's Work Phone		
Mom's E-mail		
Mom's Cell		

Student's First and Last Name / Grade _____

Thank you in advance for your cooperation.

Tina Doak
Corpus Christi Network Administrator