



CORPUS CHRISTI SCHOOL

SCHOOL MESSENGER CONTACT INFORMATION UPDATE FORM

Corpus Christi School uses *School Messenger*, a school-wide notification system, to send out informational as well as urgent notices via phone and email to parents. The first informational message for the 2009-10 school year was sent on Friday evening, 8/14.

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. **Please note below the differences between informational and urgent/emergency notifications.**

Emergency notifications can occur anytime between 5:30 am and 9:45 pm. For these types of notifications, 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, *School Messenger* will dial the main number and begin its message with the first voice it hears.

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

Later in September, we will conduct a test message for the emergency option. 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 of what information we have or would like certain fields to be blocked, please return this to either Main Office or email info@corpuschristischool.org. **Please include your child's first and last name along with his/her grade in the email.**

	Preferred or Corrected Information	ALWAYS Block this field
Student Home Phone		
Official Email (informational <u>and</u> urgent notifications)		
Dad's Work Phone		
Dad's E-mail (PRINT CLEARLY)		
Dad's Cell		
Mom's Work Phone		
Mom's E-mail (PRINT CLEARLY)		
Mom's Cell		

Student's First and Last Name / Grade _____

Thank you in advance for your cooperation.

Tina Doak, Network Administrator