

IMPORTANT INFORMATION REQUESTED

Dear Parents,

Keeping you informed is a top priority at Addison Rutland Supervisory Union. That's why the ARSU School Board adopted the School Reach Notification Service for your school, which will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using School Reach to notify you of school delays or cancellations due to inclement weather. These closing will still be posted on television and radio, as well. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately 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, please let us know immediately.

Please complete the form below and return it to the office immediately so we can update our records. Note that your primary phone number will be called for standard and emergency calls; the emergency numbers will only be used in an emergency, and all will be dialed simultaneously. We sincerely appreciate your cooperation, and if you have any questions, please don't hesitate to contact us.

We are very excited to have School Reach as a tool to improve parent communication and look forward to having the ability to deliver real-time information to you and provide awareness of all the great events that take place within the school. Thank you for your assistance with this process.

Student Name _____ Grade _____

<i>Phone Number</i>	<i>Description</i>	<i>Phone Number</i>
Main (primary) phone number	Primary Phone Number	()
Phone 1	Secondary Phone Number	()
Phone 2	Cell Phone Number	()

Email address: _____

Please notify the school if any of the above numbers changes at any time.