

## Automated Broadcast Information Form

Easton USD #449 uses an automated broadcast system to quickly communicate with students' families by phone, e-mail or SMS text messages. Automated broadcast are used in the case of:

- School closure for inclement weather
- Unexcused student absences
- Emergency safety measures
- Transportation changes
- School or district power outage
- Reminders and announcements

Remember:

- Provide phone numbers that are always answered by a person, individual voice mailbox, or answering machine. This message system does not reliably process phone extensions or phone systems that are answered by a recorded automated attendant.
- If you list a number for someone other than a parent or guardian (such as a grandparent or neighbor), please inform that person that they may receive recorded messages from the school, as well as how you would like them to handle any information they receive in a message.
- Do not list numbers that are answered in multiple locations (such as a dispatch center).

| Type of number                    | Phone number                                      | Text message | This number is used for:   |
|-----------------------------------|---|--------------|--|
| Primary phone number (required)   | (____) _____                                      | ●            | Informational calls, such as snow day announcements, reminders, and other non-urgent information.                            |
| Alternate phone number (optional) | (____) _____                                      | ●            | If provided, this phone number will receive all phone calls that are placed to the primary and attendance numbers.           |
| Optional emergency phone numbers  | (____) _____<br>(____) _____<br>-<br>(____) _____ | ●<br>●<br>●  | Crisis situations or other extraordinary or urgent issues. These numbers also will be called if severe weather forces school |

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|  |  |  | to close in the middle of the day. |
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The phone numbers designated above should be entered for all of the following students:

Student 1: First name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student 2: First name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student 3: First name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student 4: First name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please note: A separate form must be filled out for each student(s) with different contact information. Families with the same phone numbers for more than four students may list additional names on the reverse of this form.

I have read the information on this form and designate the numbers listed above to be used for the district's automated broadcast system. I understand that any change in the above numbers must be reported to my child's school office in order to continue receiving automated messages.

Parent or guardian signature: \_\_\_\_\_ Date signed: \_\_\_\_\_