

# AlertNow Parent Letter and Form

Dear Parents,

The Westlake City Schools communication plan now includes a telephone and email notification service that allows us to get important information to you more quickly. We tested this service, called AlertNow, last spring and intend to utilize the system this school year to inform you of important school events, notify you in the event of a school cancellation, or for any other circumstance where it is critical you receive information promptly.

The successful delivery of messages through the system is dependent upon accurate information for each student. By providing the information requested below, you will help us assure we have your most current contact information. It is important to note that if this information changes throughout the year we ask that you please let the building secretary know immediately so we can best serve you.

We are very excited to incorporate AlertNow as a tool to improve parent communication and look forward to having the ability to deliver real time information to you. Thank you for your assistance in seeing our database is accurate and up-to-date. If you have any questions or concerns, please contact Mrs. Kim Bonvissuto, Westlake City School Communications Coordinator at **(440) 899-3075 ext. 1258**.

-----CUT HERE-----

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

<b>Primary Phone Number*</b>	(       )
<b>Emergency Phone 1*</b>	(       )
<b>Emergency Phone 2*</b>	(       )
<b>Emergency Phone 3*</b>	(       )
<b>Emergency Phone 4*</b>	(       )
<b>E-Mail Address 1*</b>	
<b>E-Mail Address 2*</b>	

\*Please note that AlertNow messages will be sent to all numbers and email addresses listed.