

BEDFORD CITY SCHOOL DISTRICT



The Bedford City School District uses the School Messenger rapid communication service. School Messenger is a web-based notification system that can send thousands of telephone messages within minutes to provide important information about events or emergencies.

RECEIVING MESSAGES

Parents/Guardians will receive two different types of calls from your child's school:

- **Routine calls.** These calls include upcoming events, such as open houses, meetings, school activities, and **unexcused student absences**. Messages sent by School Messenger display the school's phone number on Caller ID. ***Routine calls are made only to the primary phone number.***
- **Emergency calls.** These calls might include **school delays or cancellations due to inclement weather**. Emergency messages display "411" on caller ID so parents/guardians recognize the nature of the call. **Emergency calls are made to ALL phone numbers provided.**

Note: *If the message stops playing, simply press the * (star) key to replay the message.*

IMPORTANCE OF ACCURATE CONTACT INFORMATION

In order for the system to work, schools must have updated phone numbers and e-mail addresses. Parents/guardians need to **verify** their contact information and update their child's school immediately when information changes. You may provide up to four phone numbers to be contacted in an emergency. ***Routine calls will be made only to the primary phone number.*** E-mail messages and text messages will be sent for routine announcements at the discretion of the principal or administrator.

SECURITY

All contact information is confidential and secure, and all data is password protected and accessible only by authorized school administrators. Information provided will be used for official school communication only! E-mail addresses will not be provided to any third party.

DIRECTIONS

Please complete the attached card and return it with your student to school. If you need to add additional contact information, please request a second card.

BEDFORD CITY SCHOOL DISTRICT
School Messenger Contact Information

DIRECTIONS

Please complete card and return it with your student to school. **Note:** For the primary telephone number, please list the number which **you** are most likely to answer, such as your home, work, or cell phone. This is different from designating someone to act on your behalf for your child during an emergency.

Child's Name _____ School _____ Grade _____

Your Name _____ Relationship to child _____

Write Contact Name in box

Write in box if number is for
work, home, or cell

Primary phone number	()		
Phone # 2 (optional)	()		
Phone #3 (optional)	()		
Text Message Phone # (optional; only if applicable)	()		
Email Address (optional)			
Additional contact info: Specify if cell, home, etc.			

Note: for routine calls, only the primary phone number will be called. For emergencies, ALL phone numbers will be called.

*Has the primary phone number changed since last school year? ___Yes ___No ___Don't Know

Updated: August 2016

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Write Contact Name in box

Write in box if number is for
work, home, or cell

Primary phone number	()		
Phone # 2 (optional)	()		
Phone #3 (optional)	()		
Text Message Phone # (optional; only if applicable)	()		
Email Address (optional)			
Additional contact info: Specify if cell, home, etc.			

Note: for routine calls, only the primary phone number will be called. For emergencies, ALL phone numbers will be called.

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