



Contact Information Changes

(Return to building secretary)

Please provide all information when adding or changing contacts. Sign and date at bottom.

Parents/Legal Guardians are the student's Biological Parents or Court Appointed Legal Guardians. These contacts will always be notified first in the case of an emergency or if the need arises for a student to be picked up from school.
Emergency contacts will be called when the Parent/Guardian cannot be reached in situations such as illness at school and will be allowed to pick up your student in an emergency situation.

Student Name(s) _____ Grade(s) _____

Parent/Legal Guardian & Emergency Contacts:

Circle one: Add Change Remove

Contact name: _____ Relationship: _____

Address: _____

Phones: Home _____ Cell _____ Work _____

Email: _____

Legal Guardian? (Yes/No) _____ Emergency Contact? (Yes/No) _____ Living with student? (Yes/No) _____

Circle one: Add Change Remove

Contact name: _____ Relationship: _____

Address: _____

Phones: Home _____ Cell _____ Work _____

Email: _____

Legal Guardian? (Yes/No) _____ Emergency Contact? (Yes/No) _____ Living with student? (Yes/No) _____

BlackBoard Connect Changes:

(Please list all numbers and email addresses to be notified with BlackBoard Connect)

Phone #1 _____

Phone #2 _____

Phone #3 _____

Email #1 _____

Email #2 _____

Parent/Guardian Signature _____ Date _____

Please note you may be contacted for legal documentation if necessary.

For Office Use Only:

Date Received _____ Changed in InfoSnap _____ Changed in DASL _____ Copy to Nurse _____