

Connect-ED Service

Dear District 91 Parents,

In January 2008 we implemented a new telephone messaging service throughout Lockport District 91. This service eliminates the need for a manual “call tree” in the event of a school emergency or school closing.

We are excited to use the **Connect-ED**[®] service, which will enable us to personally communicate with parents and staff, regarding emergency situations, school events and other important issues impacting you and your children. **If you have already provided Connect-Ed information, please complete the attached form ONLY IF YOU ARE MAKING CHANGES, (changing a contact number, adding a student...) OR WILL NO LONGER BE ATTENDING SCHOOLS IN OUR DISTRICT.**

This system allows us to send personalized voice messages to your family’s home, work or cell phones, and also by e-mail. We will be able to reach every school family in the district within minutes. Based on the system’s proven track record, we know that this messaging service will improve school and district-wide communication with parents and employees. The Board of Education and administration firmly believe that a more informed and involved parent leads to a higher achieving student.

Please help us by ensuring we have your current phone numbers. Indicate on the enclosed form which numbers you want **included** in our system. **Please be aware that the Connect-ED service cannot dial an extension, so be sure the numbers you include are direct lines.** Also, we recommend that attendance messages be routed to a number other than the home telephone number to ensure parents receive information pertaining to their child’s absence from school in a timely manner.

Important Call Delivery Notes:

1. When a call comes from the school (or district), the message recipient’s caller ID will display the school (or district’s) phone number. Remember that these are automated calls; ***do not call the school number back!***
2. When listening to a message, please be aware that background noise will cause the system to “stop and start.” It is carefully calibrated to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery. If possible, move to a quiet area, or press the “mute” button on your phone.
3. If you missed any part of a message, please stay on the line and press the * (star) key on your phone to hear the entire message again. Do not call the school number back!

Please be assured that all personal information will be maintained in the strictest confidence.

It is an honor to serve you and your children. Thank you. We look forward to connecting with you more effectively.

Sincerely,

District 91 Administration and Board of Education

Lockport School District 91
Milne Grove School Kelvin Grove School

Please complete this form if you have any changes to make to the current information, OR if you are not returning to District 91! Please complete only one form per family.

Student Name #1: _____ __Kelvin Grove __Milne Grove Grad year _____
 Student Name #2: _____ __Kelvin Grove __Milne Grove Grad year _____
 Student Name #3: _____ __Kelvin Grove __Milne Grove Grad year _____
 Student Name #4: _____ __Kelvin Grove __Milne Grove Grad year _____

_____ We will not be returning to District 91 for the upcoming school year. Please remove our information from the ConnectEd system.

Directions: Please indicate which phone numbers you want us to use when contacting you through the *Connect-ED*® messaging service.

1. Please fill in all available numbers and e-mail addresses on the lines provided below.
2. Please check one Attendance Number. This is the number we will call to notify you of each child we show as absent that day. This can be a home, work (**if there is no extension**) or a mobile number.
3. If there are Parents/Guardians living in separate locations (or you would like two numbers contacted, please check one Additional Number that will receive **all** calls (general, emergency, and attendance).
 - For attendance purposes and general messages the number checked under columns #1 and #2 will be the only two numbers contacted.
 - **Please note: In emergency situations (inclement weather, delayed or early dismissals) ALL numbers and/or e-mails will be contacted.**

	Attendance Phone (Check only ONE from this column)	Additional Attendance Phone (Check only ONE from this column)
Home: _____	<input type="checkbox"/>	<input type="checkbox"/>
Work: _____	<input type="checkbox"/>	<input type="checkbox"/>
Mobile: _____	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Home: _____	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Work: _____	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Mobile: _____	<input type="checkbox"/>	<input type="checkbox"/>
E-mail 1: _____	XXXXXXXXXX	XXXXXXXXXX
E-mail 2: _____	XXXXXXXXXX	XXXXXXXXXX