AKRON CENTRAL SCHOOL DISTRICT

47 Bloomingdale Avenue
Akron, New York 14001
(716)542-5010
Fax: (716)542-5018

Dear Parent/Guardian:

Akron Central School District uses an automated phone notification system which allows us to reach parents and staff members instantly. This system is the solution for communicating routine messages such as absence notifications. Weather related school closing and information about emergency or crisis situations are also part of its capability. However, to use the system most effectively, we need your assistance.

Please complete the form below so that we can contact you through our automated phone notification system. The **Absence Notification Telephone Number** line(s) **must** be filled in and will be the ONLY number(s) used to inform you of your child's absence from school.

You should also include up to *two* telephone numbers and/or up to *two* text message alert numbers that you want contacted for other important notifications. The system will **not** be able to call a number that has an extension attached to it (e.g. 542-5050, ext. 5070). You may also include up to *two* email addresses that you want contacted.

If at any time you have changes to your information, please notify the Central Registrar at (716)542-5039 or Room H195. *Thank you.*

Student's name: _____   Parent/Guardian: _____
(PRINT NAME)   **(PRINT NAME)**

ABSENCE NOTIFICATION TELEPHONE NUMBER (Primary):   (_____) - _____ - _____
   (to notify you of your child's absence)

ABSENCE NOTIFICATION TELEPHONE NUMBER (Secondary, if needed):   (_____) - _____ - _____
   (to notify you of your child's absence)

AUTOMATED PHONE NOTIFICATION SYSTEM CONTACTS:

Call Order	Phone Number (DO NOT include numbers with extensions)	Contact Information (example: Mother's Work, Mother's Cell, Home, Dad's Work, Grandmother's Home)
1st	(_____) - _____ - _____	
2nd	(_____) - _____ - _____	
	Text Message Alert Numbers	**Contact Information (example: Father's Cell, Grandmother's Cell)**
1st	(_____) - _____ - _____	
2nd	(_____) - _____ - _____	

E-MAIL NOTIFICATION CONTACTS:

Call Order	E-Mail Address	Contact Information (example: Dad @ home, Mother @ work)
1st		
2nd		

Updated 11/18