

In an important effort to make the best and most accurate use of the SchoolReach Instant Parent Contact system, we are asking that you fill out the following form with the requested necessary information (See next page). After filling this out for each of your children that attend our school, please double check for accuracy and return it to us promptly. Thank You.

### Phone Information Form

The Primary Contact Number will be used to call you every time we send a SchoolReach call, regardless of the urgency of the message.

The Secondary Contact Number will be called at the same time as the Primary Number on calls where the message we are sending is of a more urgent or time sensitive nature to ensure that we get the call to you as soon as possible.

Please consider these numbers carefully and make an effort to keep us informed as soon as possible if either number changes for any reason.

Child 1: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Primary Contact Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Secondary Cont Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Child 2: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Primary Contact Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Secondary Cont Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Child 3: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Primary Contact Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Secondary Cont Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

School Reach is also capable of sending email messages. Please list email addresses below:

\_\_\_\_\_

*Thank you for your assistance and please be sure to return this form as soon as possible.*