

Northern Lehigh School District

Student Name: _____
First
Middle
Last
Suffix

Other Children Residing in Household

Last Name	First Name
Sex	Date of Birth
Relationship	School Attending
Last Name	First Name
Sex	Date of Birth
Relationship	School Attending
Last Name	First Name
Sex	Date of Birth
Relationship	School Attending
Last Name	First Name
Sex	Date of Birth
Relationship	School Attending
Last Name	First Name
Sex	Date of Birth
Relationship	School Attending
Last Name	First Name
Sex	Date of Birth
Relationship	School Attending
Last Name	First Name
Sex	Date of Birth
Relationship	School Attending

NLSID ID # _____	PA SECURE ID # _____	DATE _____
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Dear Parent/Guardian:

This past April the district contracted with a service called Connect-ED which allows authorized school personnel to contact parents/guardians quickly via telephone using an automated system. There are four (4) basic types of calls that can be made from this system - community outreach, survey, attendance, and emergency.

Community outreach calls are calls that are made to announce something or let you know that a particular event is taking place at the school/district, such as parent-teacher conferences, band or choral concerts, standardized testing dates, etc. Community outreach calls are made to the **student's home telephone number**, which is contained in our student information system.

The second type of call is a **Survey** call that asks for a response to a question posed by the school/district. This type of call is used to gather parent/guardian opinion or information that will be used in decision making; again this type of call is only made to the **student's home telephone number**.

The third type of call is an **Attendance** call telling the parent/guardian that their child was not in attendance at school and asking them to contact the school nurse. This type of call is again made to the **student's home telephone number, but can be changed** to another telephone number stored in the Connect-ED contact's data record such as a parent/guardian's cell phone or work number if requested by the parent/guardian.

The last type of call that can be made is an **Emergency** call which is made to **all telephone numbers** contained in the Connect-ED system and additionally sent to two (2) different **e-mail addresses** and a **text message** to a PDA or cell phone... The emergency call will only be used in cases of a true emergency such as early school closure due to weather, mechanical or electrical failures, or threats of any type which force school/district closure.

The telephone numbers that are used by Connect-ED are the student's home telephone number, parent/guardian's work number, p/g mobile (cell) number, p/g alternate home phone number, p/g alternate mobile (cell) number, p/g alternate work phone number. These phone numbers **must be in a ten (10) digit format** (xxx-xxx-xxxx) and **no extensions** are allowed. Because an increasing number of parents/guardians are replacing their land line phones with cell phones, please make sure that the voice mail has been set up to take calls when your phone is off; otherwise the system will report it as a bad phone number to us.

Complete the attached form and return it to school with your child so that we may update our system with the latest information for contacting you using the Connect-ED system. If you have any questions please don't hesitate to call your child's school or e-mail connected@nlsd.org.

Thank you,

John Hrizuk
Director of Technology

Northern Lehigh School District Connect-ED Parent/Guardian Contact Form

Student's Name (Last, First, MI): _____

Student's Grade: _____

Student's School: _____

Note: Telephone numbers must be 10 digits only (xxx-xxx-xxxx) , no extensions are allowed.

1. Student's Home Telephone Number: _____

2. Parent/Guardian's Work Phone Number: _____

3. Parent/Guardian's Mobile (Cell) Number: _____

4. Parent/Guardian's Alternate Home Phone Number: _____

5. Parent/Guardian's Alternate Mobile (Cell) Number: _____

6. Parent/Guardian's Alternate Work Number: _____

If you are hearing impaired and have TTY service please mark TTY behind the phone number that has that service.

Parent/Guardian's E-mail Address: _____

Parent/Guardian's Alternate E-mail Address: _____

Parent/Guardian's SMS Address: _____

(This is a mobile phone number as an e-mail address for text messaging to a cell phone or PDA. For example: 6105551212@mobile.verizon.net)

PLEASE NOTE: If you would like to use another telephone number *instead of the student's home phone number* for attendance calls please identify (using numbers 2-6 from the list above) which phone number (only one number) should be used for that purpose. _____