

EAST HOLMES LOCAL SCHOOLS

6108 County Road 77

Millersburg, Ohio 44654

P: 330-893-2610

F: 330-893-2838

August 2016

Dear Parents,

Keeping you informed is a top priority at East Holmes Local Schools. That's why we have **updated the Blackboard Connect Mass Notification Service (formerly known as AlertNow)** which will allow us to send a telephone, e-mail, or text message to you providing important information about school events or emergencies. We anticipate using Blackboard Connect to notify you of school delays or cancellations due to inclement weather, as well as to remind you about various events, including report card distribution, athletic events, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls sent through Blackboard Connect

- STANDARD calls are used for event notifications, field trips, and all non-emergency information.
- EMERGENCY calls include school cancellations, delays and early releases.
- Caller ID will display the school's main number when a general announcement is delivered.
- Blackboard Connect can leave a message on an answering machine or voicemail.
- If the Blackboard Connect message stops playing, press 1 and the message will replay from the beginning.
- Blackboard Connect will try up to three (3) times when there is no answer.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please notify your School's Secretary immediately.

The numbers you list on the attached Notification Form will be called as follows:

Primary phone numbers: Will be called for standard and emergency calls;

Phone numbers 3-8: Will be called for emergencies only;

Text Message phone numbers: Will be called for standard and emergency calls;

Email Addresses: A message will be sent for standard and emergency calls.

We sincerely appreciate your cooperation, and if you have any questions, please don't hesitate to contact us at (330) 893-2610 or by e-mail at ehlm_jenmill@tccsa.net.

We are very excited to incorporate Blackboard Connect as a tool to improve parent communication and look forward to having the ability to deliver real-time information to you and provide awareness of all the great events that take place within the School District.

**EAST HOLMES LOCAL SCHOOLS
 BLACKBOARD CONNECT – ALERT NOW
 STUDENT NOTIFICATION FORM
 2016-2017 School Year**

Parent(s)/Guardian Name: _____

STUDENT(S) NAME	GRADE	BUILDING
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Primary Phone (will receive all messages) _____ - _____ - _____

Primary Phone #2 (will receive all messages) _____ - _____ - _____

Phone #3 (will receive only Emergency messages) _____ - _____ - _____

Phone #4 (will receive only Emergency messages) _____ - _____ - _____

Phone #5 (will receive only Emergency messages) _____ - _____ - _____

Phone #6 (will receive only Emergency messages) _____ - _____ - _____

Phone #7 (will receive only Emergency messages) _____ - _____ - _____

Phone #8 (will receive only Emergency messages) _____ - _____ - _____

Text Message #1 (will receive all messages) _____ - _____ - _____

Text Message #2 (will receive all messages) _____ - _____ - _____

Text Message #3 (will receive all messages) _____ - _____ - _____

Text Message #4 (will receive all messages) _____ - _____ - _____

Email address (will receive all messages) _____

Email address Alt. (will receive all messages) _____

**Emergency number will be called for all school cancellations, delays and early releases.

****Please return this form to the Principal's Office****