

East Holmes Local School District
6108 County Road 77
Millersburg, Ohio 44654
P: 330-893-2610
F: 330-893-2838



August 2019

Dear Staff,

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, so please make certain that we have your most current phone numbers. If this information changes during the year, please notify the Superintendent's Office immediately at 330-893-2610 or by e-mail at jennifer.miller@eastholmes.org.

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

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

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 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.

Erik H. Beun – Superintendent **Marsha Clark** – Treasurer
James Gertz – President **Vince Mullet** – Vice President
Julia Klink – Member **Steve Miller** – Member **Thurman Mullet** – Member

**EAST HOLMES LOCAL SCHOOLS
BLACKBOARD CONNECT NOTIFICATION FORM
STAFF ONLY
2019-2020 School Year**

Employee Name: _____

Building: _____

Grade: _____

Primary Phone (will receive all messages)

_____-_____-_____

Primary Phone Alternate (will receive all messages)

_____-_____-_____

Text Message #1 (will receive all messages)

_____-_____-_____

Text Message #2 (will receive all messages)

_____-_____-_____

Email address (will receive all messages)

This will be your School email address

Email address Alt. (will receive all messages)

****Use this form to change/add/delete a phone number. Just mark "change/add/delete" beside the number.**

All the other numbers will remain the same, unless you fill in the blank with a new number.

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