

## STUDENT EMERGENCY CONTACT INFORMATION

### FREQUENTLY ASKED QUESTIONS

Purpose: Starting with the 2011-2012 school year, Student Emergency Cards will no longer be used to collect student emergency information. Student emergency information will be collected annually on the Student Contact Information Sheet. Parents are asked to review the information for accuracy and make any necessary corrections. If there are no changes, place a check ( ) in the box indicating that there are no changes. Parents will no longer fill out three emergency cards per child each year.

- **Why am I being asked to fill out the Student Emergency Contact Sheet in the spring of 2011 and then review at the beginning of the 2011-12 school year?**

To ensure that the most recent information is in the school system's data base, parents are requested to update the information as soon as possible. Starting with school year 2011-12, parents will be asked only at the beginning of the school year to update their child's emergency information. Any changes that may occur during the school year should be communicated directly from the parent to the school administrator to assure that corrections are recorded immediately.

- **How will the student emergency information be used?**

The purpose of collecting updated student information is to ensure that your child's school has the necessary and most current information in case you need to be notified in the event of an emergency. The information will also be used to populate the data fields in the school system's automatic communication system. This system is used when the principal sends a message to all families in a timely manner.

- **Will this information be used to verify residency?**

This information will be used by your child's school in the event they need to contact you. This information is not different from the information you provided on the emergency cards in the past. It is just a more efficient way to collect the information.

- **What are the Baltimore County Public Schools' procedures for notifying parents when schools are closed?**

Superintendent Rule 6303, *Unplanned or Emergency Closures*, outlines the procedures used when schools are closed due to an emergency. The rule can be found by accessing the following, [www.bcps.org/system/policies\\_rules/rules/6000Series/Rule6303](http://www.bcps.org/system/policies_rules/rules/6000Series/Rule6303).

- **What is the difference between the primary and secondary contact for emergencies?**

The primary contact is the person the school will try to reach using the automatic calling system. If the school is unable to reach that person, the school will contact the secondary contact.

- **What does the "Number to Call" box mean?**

The "Number to Call" box is the number the school will call as the primary number for non-emergency messages.