

Dear Parents,

Keeping you informed is a top priority at St. Paul. That's why we will use the Blackboard Connect Notification Service which allows us to send a **telephone, text, and/or email messages** 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 remind you about various events, including open houses, choir singing, school auction, 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.

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

- Caller ID will display the school's main number when general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- Blackboard Connect will leave a message on any answering machine or voicemail.
- If the Blackboard Connect message stops playing, press any key 1-9 and the message will replay from the beginning.

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 let us know immediately.

**Please return the form below to the school office.** Note that the primary phone numbers will be called for standard and emergency calls; the emergency numbers will **only** be used in an emergency, and all will be dialed simultaneously. Thank you for your cooperation and if you have any questions, please don't hesitate to contact us.

Regards,

Steven L. Hall, Principal

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Email Address \_\_\_\_\_

Primary phone number	(     )
Primary phone number	(     )
Emergency phone 2	(     )
Emergency phone 3	(     )
Emergency phone 4	(     )

2019/2020 School Year