

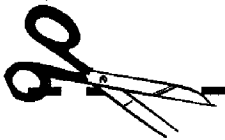
# WORCESTER COUNTY PUBLIC SCHOOLS

2012 - 2013 School Year

## School Messenger: CHANGE FORM

The School Messenger Change Form should be completed when one or more of your previously designated phone numbers for our automated notification system changes. It is important that you **complete the entire form**, even if some of the previously designated numbers will remain the same. Also, in order for the phone number changes to be applied to all your children enrolled in one of our schools, **you must list each child you have enrolled in the system, providing their name, school, and current grade.**

Copies of this form will be forwarded to the other schools provided in your list below so that they can make the necessary telephone number changes as well. Please allow one to two weeks for the update to take place. Thank you.



Student's Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

*Notes: Numbers selected may not include extensions and should not be general or main business numbers. Generally, the numbers selected are parent/guardian home phone, cell phones, and direct work lines.*

### PRIMARY CONTACT NUMBER for SCHOOL MESSENGER:

This number will be called for all messages, including fog delays, early dismissals, school closings, and important messages — both before, during, and after school hours. Messages may be sent as early as 5:15 a.m. and no later than 9:00 p.m. The number selected should be one that has a high probability of being answered before, during, and after school hours.

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### SECONDARY CONTACT NUMBERS for SCHOOL MESSENGER:

These numbers will be called for messages that need to be delivered during school hours, such as an early dismissal phone call. In order to help ensure that the message gets delivered to the parent/guardian, the system will not only call the Primary Contact Number above, it will also call the Secondary Contact Numbers below. You may provide less than or up to three Secondary Contact Numbers.

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In order for the changes listed above to be made for your other children enrolled in the same school, or in a different school within our system, you must list each child enrolled in Worcester County Public Schools, providing their name, school, and grade.

Copies of this form will be forwarded to the other schools provided so that they can make the necessary changes as well.

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

PLEASE SUBMIT TO SCHOOL'S FRONT OFFICE.