

STUDENT NAME:



## STUDENT DISMISSAL & EMERGENCY CONTACTS

### DAILY DISMISSAL PROCEDURES

**We will not release your child to anyone except those individuals you have listed on the second page (side B) of this form. Please help us keep your child safe by completing this form immediately and returning it to the school office.**

### ALTERNATE SITE TRANSPORTATION

Anyone requesting transportation to an alternate site for their child must complete the Hamburg Central School District Alternate Site Application for Transportation (available online or from the school office). Completed applications are to be submitted to **YOUR CHILD'S SCHOOL OFFICE** for approval **TEN BUSINESS DAYS** prior to the effective date. Alternate Site application forms must be completed each year.

### EMERGENCY CONTACT INFORMATION

It is rarely necessary to close school early during the day, but there is always the possibility of power or heat failure, dangerous road conditions, ice storms, etc.

Hamburg Central School District is committed to being prepared for any type of emergency and to that end, has established an emergency evacuation site for each school building, employed a rapid phone calling system School Messenger - which can notify you of an emergency within moments, and created the Student Dismissal & Emergency Contacts form (side B).

You, the Parent/Guardian, are the Primary Contact for all emergency notification purposes. The information on the Student Dismissal & Emergency Contacts form is used to update our student information system and School Messenger, the district's rapid calling system. It is imperative that the household phone number be the primary contact number for you; it will be used for student attendance (absence) notifications as well as being the primary contact number for health-related issues. Therefore, if you want to be notified via cell phone, list that number as your Primary Household phone.

***EMERGENCY CONTACTS are individuals, other than you, the parent/guardian, who have your permission to pick your child up from school. All individuals listed should be able to get to the school if necessary.***

### EMERGENCY DISMISSAL PROCEDURES

In the event that school is closed early, we will follow the usual afternoon dismissal procedures. If you have other arrangements for your child when school closes early and no one is home, you are required to inform your child's school of those arrangements IN WRITING. For example: They may go to their regular daycare facility or to a neighbor who is home, or to a relative within the school's transportation boundaries. Be specific. Please write down and discuss with your child what he/she should do if no one is at your home. Remember, if we do not receive emergency dismissal information from you, we will default to the regular dismissal procedure as previously stated.

# STUDENT DISMISSAL & EMERGENCY CONTACTS

Student Name: \_\_\_\_\_ Room # \_\_\_\_\_ Teacher \_\_\_\_\_

Male  Female  DOB  Grade

*When entering phone numbers below, check type for each: Cell, Home, Work*

**Primary Phone #** \_\_\_\_\_ **To be used in emergencies, for attendance purposes, and by the Nurse**  
\_\_\_ Cell \_\_\_ Home \_\_\_ Work

Parent/Guardian #1 \_\_\_\_\_ Lives with student Y \_\_\_\_\_ N \_\_\_\_\_

Home Address \_\_\_\_\_

House/Apt # Street Town State Zip

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_ Phone #3 \_\_\_\_\_  
\_\_\_ Cell \_\_\_ Home \_\_\_ Work

Email Address \_\_\_\_\_ Relation to Student \_\_\_\_\_

Parent/Guardian #2 \_\_\_\_\_ Lives with student Y \_\_\_\_\_ N \_\_\_\_\_

Home Address \_\_\_\_\_

House/Apt # Street Town State Zip

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_ Phone #3 \_\_\_\_\_  
\_\_\_ Cell \_\_\_ Home \_\_\_ Work

Email Address \_\_\_\_\_ Relation to Student \_\_\_\_\_

Parent/Guardian #3 \_\_\_\_\_ Lives with student Y \_\_\_\_\_ N \_\_\_\_\_

Home Address \_\_\_\_\_

House/Apt # Street Town State Zip

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_ Phone #3 \_\_\_\_\_  
\_\_\_ Cell \_\_\_ Home \_\_\_ Work

Email Address \_\_\_\_\_ Relation to Student \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION** - Should an emergency occur with your child, or in a schoolwide or district emergency where School Messenger is activated, you will be contacted **FIRST** at the Primary Phone # listed above. If that should fail we will attempt to reach you via phone numbers 2 and 3. In the event that a parent/guardian listed above cannot be reached, the emergency contacts listed below will be called.

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_ Phone #3 \_\_\_\_\_  
\_\_\_ Cell \_\_\_ Home \_\_\_ Work

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_ Phone #3 \_\_\_\_\_  
\_\_\_ Cell \_\_\_ Home \_\_\_ Work

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_ Phone #3 \_\_\_\_\_  
\_\_\_ Cell \_\_\_ Home \_\_\_ Work

**DAILY DISMISSAL PROCEDURES** - Please be very specific when completing this form. Indicate if your child walks or rides the bus (include bus number). If child goes to day care or alternate sites, please list the name and address.

Monday
Tuesday
Wednesday
Thursday
Friday

**EMERGENCY DISMISSAL PROCEDURES** - In a district emergency, every effort will be made to contact you via School Messenger, using the Primary Phone # listed above. If it should be necessary to send students home early because of weather or some other emergency, please follow these directions for my child:

Date: \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ B