

MELROSE PUBLIC SCHOOLS - STUDENT CONTACT INFORMATION FORM
PLEASE SUBMIT ONE FORM PER FAMILY

rev. 7/2013

STUDENT INFORMATION

STUDENT NAME: LAST _____ FIRST _____ MIDDLE _____

Additional siblings: LAST _____ FIRST _____ MIDDLE _____

LAST _____ FIRST _____ MIDDLE _____

LAST _____ FIRST _____ MIDDLE _____

PARENT/GUARDIAN NAME _____
FULL NAME(S) OF PARENT(S)/GUARDIAN(S) FOR MAILING ADDRESS LABELS

EMAIL ADDRESS (required) _____

STREET _____ HOME PHONE _____

CITY _____ STATE _____ ZIP _____

PARENT/GUARDIAN CONTACT INFORMATION
CONTACT 1 (PARENT/GUARDIAN)

NAME _____ STREET _____

CITY _____ STATE _____ ZIP CODE _____ HOME PHONE _____

DAY/WORK PHONE _____ CELLPHONE _____

EMPLOYER _____ RELATIONSHIP TO STUDENT _____

CONTACT 2 (PARENT/GUARDIAN)

NAME _____ STREET _____

CITY _____ STATE _____ ZIP CODE _____ HOME PHONE _____

DAY/WORK PHONE _____ CELLPHONE _____

EMPLOYER _____ RELATIONSHIP TO STUDENT _____

EMERGENCY CONTACT INFORMATION *CONTACT MUST BE SOMEONE OTHER THAN A PARENT/GUARDIAN*

NAME _____ PHONE _____

CELLPHONE _____ RELATIONSHIP TO STUDENT _____

MEDIA RELEASE - PERMISSION *(SEE EXPLANATION OF TERMS)*

Please select one: Unrestricted Use _____ Limited Use _____ Deny Use _____

CONNECT-ED INFORMATION – WHAT IS CONNECT-ED? *(SEE EXPLANATION OF TERMS)*

DO YOU WANT TO PARTICIPATE IN CONNECT-ED? YES _____ NO _____

Please complete the following information only if you answered "yes" above.

Primary Phone Number _____ Secondary Phone Number _____

Email address _____

MAY WE LIST YOUR CONTACT INFORMATION, AS PROVIDED ON THIS FORM, IN YOUR SCHOOL'S PTO PHONE DIRECTORY? Yes _____ No _____

Explanation of Terms: MEDIA RELEASE

Media Release: Your permission is requested to allow Melrose Public Schools to use the image/name of your child in materials, as outlined below, at school. The materials may be used by your child's teacher to celebrate learning; by the school or district to document an activity; by local newspapers or television station highlighting a school event; in the school newsletter and/or district website to promote the school and district. Your child may also have an opportunity to have work published on one of the district web pages.

INSTRUCTIONS: Please indicate the level of participation you feel comfortable with in regards to using your child's image/name as explained above. You have the option to deny permission to use your child's image/name entirely; to grant permission to use your child's image/name with limited use; or grant permission to use your child's image/name with unrestricted use.

- **Deny permission:** you agree NOT to have your child's image/name used at all.
- **Limited Usage:** you agree to have your child's image/name used within Melrose Public Schools ONLY and not in the larger community.
- **Unrestricted Usage:** you agree to have your child's image/name used in print, video and digital media and agree that these images may be used by Melrose Public Schools for publication within Melrose Public Schools and the larger community for a variety of purposes and that these images may be used without further notifying you.

NOTE: This permission ONLY pertains to photos, videos and digital media that the school department initiates and is NOT intended for use at public events such as athletic contests, parades, performances, etc. where the school department does not have the ultimate authority over who is photographing.

CONNECT-ED

Connect-ED® is a school-to-parent communication system that allows the district to send periodic and personalized messages by telephone. The Connect-ED service helps us provide a safer learning environment, enhance emergency preparedness and improve student attendance. The system also improves parental involvement through messages sent to families regarding school programs, testing schedules, major events and other initiatives underway at the Melrose Public Schools. We firmly believe that a more informed and involved parent leads to a higher achieving student.

This service is not mandatory for families. Please select YES if you want to participate and NO if you do not.

INSTRUCTIONS: If you choose to participate, we ask that you indicate two phone numbers where you can be notified. The primary phone number will be the number called for *outreach** messages only. In the event of a *time sensitive situation***, both the primary and secondary numbers will be called. We request you also include a primary email address to receive these messages at.

Please be aware that the Connect-ED service cannot dial an extension, so be sure the numbers you include are direct lines. Also, it is our recommendation that school attendance messages be routed to a number other than the home telephone number.

If you choose not to participate, you will not receive any type of message from the school department. Please be assured that all personal information will be maintained in the strictest confidence.

**Outreach messages include, but are not limited to, information regarding: medical issues, report cards, schedule changes, picture day, upcoming exams, Open House, scholarships and other special events. Attendance calls report daily absences, including high school period attendance.*

***Time-sensitive calls include, but are not limited to, information regarding: school lockdowns, school cancellations and delays due to weather, intruders on campus, and evacuations.*