
STAFF NOTIFICATION FORM

Information: This form may be used by Wayne Public Schools staff to update the contact information used to contact you using the home notification system. This system enables the district to personally communicate with you about emergency situations, school closings and other important issues impacting the district by sending personalized voice, email and text messages to the phone numbers and email addresses you provide.

For further information regarding the home notification system and the district's current use of the system to contact you including the implementation of email and text message contact, please see the Wayne Public Schools district website at <http://www.wayneschools.com>.

To update other information you have submitted to Wayne Public Schools that is not included on this form, such as your street address or your emergency medical contacts, please contact Human Resources.

Instructions: Please complete and sign the form below and submit it to Human Resources.

Contact Information

Name: _____ Date: _____
Department / Title: _____ Home School: _____
Home Phone: _____ Cell Phone: _____

Blackboard Connect Preferences

Emergency or Level I Calls: For Emergencies such as closings and delayed openings, you will be called on all numbers you choose as **Included Numbers** for home notification. Please circle the numbers you choose to include in home notification below.

Included Numbers: Check **Up to 2** numbers: Home ___ Cell ___

Outreach or Level II Calls: For bulletins, event reminders, surveys, etc., you will be contacted on your **Primary Phone** number. Please circle your primary phone number below. You must choose a number that you circled above under "Numbers to Include."

Primary Phone: Check **ONE** number: Home ___ Cell ___

Additional Phone Number: For Outreach or Level II calls, you may choose an **Additional Phone** number to receive a second call. You may choose "Neither" if you do not want a second call. If you choose a number, it must be a number that you circled above under "Numbers to Include."

Additional Phone: Check **ONE** number: Home ___ Cell ___ Neither ___

SMS (text) messages: *Note: charges may apply! (Check with your cell phone carrier.)* SMS messages are not yet being sent by the district. SMS messages may be sent in the future if this delivery method is chosen by the person sending the message. Please indicate below whether you would like to receive SMS (text) messages.

SMS: Choose **ONE**: Yes ___ No ___

Opt Out: To opt out of home notification entirely, check the box below:

Never Contact Me *By checking this box I certify that I am aware that I will not be notified by the home notification system in the case of a closing, emergency, or other communication from my school or the district.*

Signature: _____ **Date:** _____

For Office Use Only

Employee ID: _____
Data Entered By: _____ Date Entered: _____