

**St. Paul Lutheran School**

**Family Notification Information**

St. Paul Lutheran School is continuing to make advancements in our technology which include our online **Sycamore Education System**. Through this program we will be sending out emails and/or texts regarding various items including but not limited to; registration information and forms, billing information and reminders, any weather or emergency related announcements, PTL and school event updates.

When filling out this information please make sure you print clearly and the information is legible.  
We need to have at least one email and/or cell phone number on file in our system.

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.

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(s) Name(s):** \_\_\_\_\_

**Grade(s):** \_\_\_\_\_

Name

Email Address

Relation to Student

1) \_\_\_\_\_

2) \_\_\_\_\_

Primary phone number & Relation to Student	(     )
Primary phone number & Relation to Student	(     )
Emergency phone 2 & Relation to Student	(     )
Emergency phone 3 & Relation to Student	(     )
Emergency phone 4 & Relation to Student	(     )