

Emergency Contact Information

Each year we request that parents/guardians update the student(s) emergency contact information. You may make changes by writing them on this form, or through HAC.

You must sign the other side of this form and return it to the school office within a week.

Yes / No I have updated my child's emergency information through Home Access Center (HAC).

Please circle one.

Note: Please be aware that changes of student address require 2 proofs of residence and must be handled in person at your student's school.

The link to HAC is at www.phmschools.org. After logging into HAC, click on "Registration > Update Registration." If you don't know your HAC login, please contact your school or email HAC@phm.k12.in.us.

Please make sure any health concerns are shown correctly on the other side. If anything has changed, we need to know as soon as possible. Health concerns cannot be updated through HAC. Please write them on the other side of this form and return it to the school office immediately.

Penn-Harris-Madison utilizes the **School Messenger®** alert notification service to distribute emergency messages, such as school closings, delays and student attendance (for unexcused absences).

We will use the home, cell and email address provided on this form. The "Primary" number will be called first in the event of an emergency, such as a school closing/delay. The "Primary" number can be a cell phone. Please also provide an email address, making sure it is current and correct. **If at any point during the school year your contact information should change, it is your responsibility to notify your child's school as soon as possible.**

Parents & guardians can set the preferences of how you want to receive these important notifications using the School Messenger parent portal, InfoCenter. **You must have an email address on file with the school in order to manage your SchoolMessenger preferences online.** Visit www.phmschools.org/parents/schoolmessenger for information on how to create your account and set up your preferences.

Student Name _____ **(PLEASE PRINT)**

Please update or verify your employment information. Please print.

Father	Name of Employer _____	Work # _____	
Mother	Name of Employer _____	Work # _____	
Stepfather	Name of Employer _____	Work # _____	
Stepmother	Name of Employer _____	Work # _____	
_____	Name of Employer _____	Work # _____	

Please list any additional emergency contacts here that is not already on the other side if you did not update it through HAC. We will only call an emergency contact if no guardian can be reached. Please print.

Name _____ **Relationship** _____

Phone Type - Please circle one.

Home/Work/Cell Phone # _____

Home/Work/Cell Phone # _____

Health Information:

Family Doctor _____ Phone _____

Hospital Preference _____ Phone _____

Health Conditions: (i.e. heart condition, diabetes, etc.) _____

Allergies and/or insect bite information: _____

Medication(s) required: _____

- Is there a restraining order against anyone regarding contact with your child _____ yes _____ no

If yes, give name _____

Copy of court document must be on file at the school office for school to comply.

- Please list siblings attending other P-H-M schools: _____ / _____

Name(s)

School(s)

In an emergency, the school will take the necessary steps to insure your child's safety, which could mean contacting an available doctor and/or admitting the child to a hospital for treatment. Information on this card will be shared with transportation, your child's teacher and the school office.

Signature of Legal Guardian _____

03/07/f

Form 1706