

LaFargeville Central School Parent Notification System

LCS implemented a parent notification system, which allows administrators and approved staff members to send voice messages to your phone informing you about important school activities, dates and events. A mass notification system of this nature provides the ability for an approved user to record a message and send it to a large quantity of phone numbers within minutes. The messages created in the system can be delivered to both traditional landline phones and cellular phones. If needed, the system can be used to send email and text messages in appropriate scenarios.

Typically, messages will be general announcements or information to share with parents about important school activities, dates and events. This system will be very helpful when there are important messages or emergency situations that require rapid communication with parents, for example snow days or early dismissals.

This notification system will be used in moderation. The system will not be used to replace other forms of communication previously used.

In order for this type of system to be most effective, we need to have current phone numbers on record at the school. Please provide up to six names and phone numbers in order of priority for receiving phone calls from school. The first number provided will be considered the primary contact number and will receive all calls.

Please note: Usually not all of your numbers will be called for every message. In fact, most messages of a routine nature will be sent to the primary number provided. If the district chooses, all numbers can be called when there is an urgent need to provide information. If there is no answer, a message will be left on the answering machine.

The first phone number should be considered the primary phone number for receiving calls and follow in priority order for 2, 3 and so on. Please provide a 10-digit number for each phone number. Extensions are not dialed.

Student Name

Grade Level

- | | |
|----------|-------|
| 1) _____ | _____ |
| 2) _____ | _____ |
| 3) _____ | _____ |
| 4) _____ | _____ |

Contact person

10- digit phone number

Type of number- work, cell, home

- | | | |
|----------|-------|-------|
| 1) _____ | _____ | _____ |
| 2) _____ | _____ | _____ |
| 3) _____ | _____ | _____ |
| 4) _____ | _____ | _____ |
| 5) _____ | _____ | _____ |
| 6) _____ | _____ | _____ |

Contact Person

Email Address

- | | |
|----------|-------|
| 1) _____ | _____ |
| 2) _____ | _____ |

Please fill out only one form per family. If at any time you want to change the phone numbers or alter the sequence of the numbers provided, please call the office at (315) 658-2241 x 35. Thank you for your cooperation with the school and for being actively involved in your child's education.