

HARVARD PUBLIC SCHOOLS

www.psharvard.org

39 Massachusetts Avenue • Harvard, Massachusetts • 01451
(978) 456-4140 • FAX (978) 456-8592

Joseph J. Connelly, Ed.D.
Interim Superintendent

Dear Parents/Guardians:

One of the ways we stay connected to our families is through the Connect-Ed system. This system allows us to leave a message at your home regarding important school information including school closings. In addition, we use this system to contact families in the event of an emergency. Your home telephone number will automatically be entered into our system, unless you indicate another primary telephone number. If for any reason you would prefer not to receive these phone calls, please contact our office, and we will remove you from the system.

In an emergency situation, we can call up to six (6) numbers simultaneously for any family. Please indicate in the space below the numbers you would like included in our emergency system. Please be aware that the system cannot dial an extension, so be sure the numbers you include are direct lines. These numbers would only be called in the event of an emergency. **General information will go to the home (primary) line only.** Please note that if you choose to remove yourself from the system, you will not be able to receive emergency notifications.

Please complete and return this form with your registration documents. All information will be maintained in the strictest confidence. If you have any questions or concerns regarding this system, please contact the office at 978-456-4140.

We are committed to providing strong school-home communication. Again, I welcome you to the Harvard Public Schools.

Sincerely,

Joseph J. Connelly, Ed. D.
Interim Superintendent of Schools

Family Name:
Student Names & Grade Levels:

Please indicate the numbers you would like us to call in the event of an **emergency**:

1. *Home: _____
2. Work: _____
3. Mobile: _____
4. alternate Home _____
5. alternate Work: _____
6. alternate Mobile: _____

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*Please indicate if a number other than your home phone should be your **primary** contact.