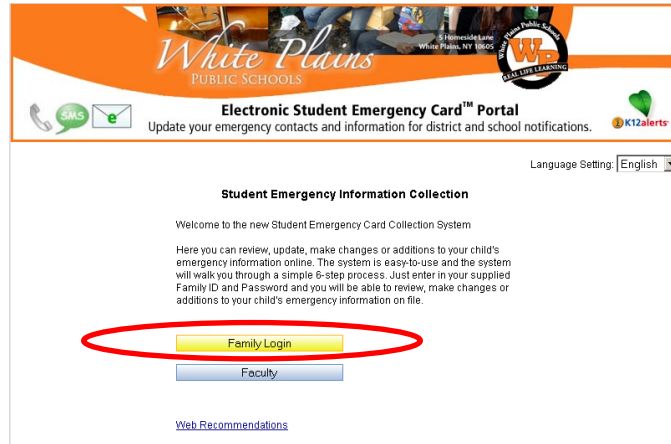


# White Plains Schools

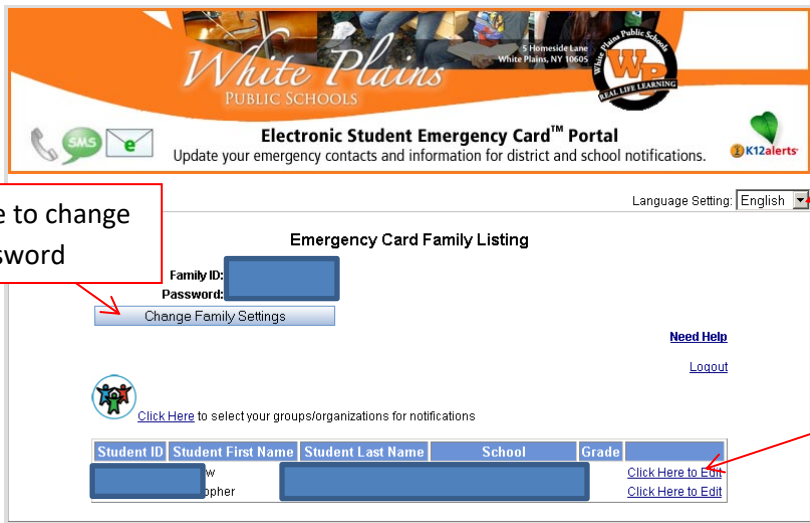
## How to sign up for Email and Text Messaging alerts in K12 Alerts

### Login into K12 Alerts

[www.whiteplainspublicschools.org/k12portal](http://www.whiteplainspublicschools.org/k12portal)



To change the language to Spanish, click here.  
Para cambiar el idioma al español, haga clic aquí.



Click here to change your password

To change the language to Spanish, click here.  
Para cambiar el idioma al español, haga clic aquí.

Click on any of these links to edit your email or cell phone information.

**White Plains**  
PUBLIC SCHOOLS

Electronic Student Emergency Card™ portal  
Update your emergency information for school notifications

**Step 1: Student Information**

**\* Required**

Family ID:

Student ID:

\*Student First Name:

\*Student Last Name:

Student Suffix:

Student Middle Name/Initial:

Student Nickname:

\*Building and Grade: Church Street Elementary 5th Grade

School Year:

Gender:  Male  Female

Please check if the home address below is incorrect.

Street Number:

Home Street Name:

Address Line 2:

Apartment Number:

Complex Name:

City:

Student Home Phone:

Is your phone an Unlisted Number.  Yes  No

Pursuant to the No Child Left Behind Act

Home Language:

Please be advised that in accordance with the Federal No Child Left Behind Act (NCLB), directory information may be released by the School to military recruiters, colleges, and other parties requesting it unless you as the parent or the eligible student objects to the release of any or all

I choose to leave my student information available in the Student Directory.  Yes  No

I agree to allow my child's name and/or picture to be used by the district in newspapers, newsletters, cable television shows or the district website.  Yes  No

I agree to the Computer Acceptable Use Policy, for details [click here](#)  Yes  No

Verify information and click Continue....

White Plains PUBLIC SCHOOLS  
5 Homestead Lane  
White Plains, NY 10605  
WPS  
REAL TO LEARNING

Electronic Student Emergency Card™ portal  
Update your emergency information for school notifications  
K12alerts

**Step 2: Add Parent/Guardian information for this student**  
Please click the Edit link to update telephone and cell numbers in order to receive voice and/or text messages

Parent/Guardian				
First Name	Last Name	Relation	Home Phone	Mobile
E	R		96	94

Add

Click Edit on the parent/guardian you wish to update information for. See below.

Click Add if you want to add your child's cell phone and/or email to the account. See below.

Continue to Step 3 >>>

Click Continue... when done with screen below.

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White Plains PUBLIC SCHOOLS  
Electronic Student Emergency Card™ portal  
Update your emergency information for school notifications  
K12alerts

**Parent/Guardian Information**  
Please fill in the information below and also select a Primary Emergency # to be contacted in the event of an emergency. This will be the first number the school uses to contact you.

\* Required  
Applies To: All Students in Family

\*First Name: [input]  
\*Last Name: [input]  
Name Suffix: [input]  
\*Relation: Father  
Non-Custodial Parent: No  
Is this Parent/Guardian in the household of this child?  
YES NO  
If the above is NO, would the Parent/Guardian like receive messages?  
Mail Calls Emails

House Number: [input]  
Address: [input]  
Address Line 2: [input]  
Apartment Number: [input]  
Complex Name: [input]  
City: [input]  
State: Click to Select  
Zip: [input]  
Country: Select Country

Email: [input] (optional)  
Confirm Email: [input]  
Secondary Email: [input]  
Confirm Secondary Email: [input]  
Home Phone: [input] Ext. [input]  
Work Phone: [input]  
Mobile: [input] Verizon  
NOTE: Carrier is required for receiving Text-to-Cell messages.  
Fax: [input]

SAVE

Select Relation (Mother, Father, etc)

For your child- select Student (self)

Enter/Update Email address(es) and Mobile number. NOTE: you MUST select cell phone carrier if you want to receive Text Message alerts.

Click **Save** when done

White Plains PUBLIC SCHOOLS  
 5 Homestead Lane  
 White Plains, NY 10605  
 WP  
 REAL LIFE LEARNING

Electronic Student Emergency Card™ portal  
 Update your emergency information for school notifications  
 K12alerts

**Step 4: Add Student's Emergency Call Information**  
**STUDENT EMERGENCY MEDICAL INFORMATION**

In case of illness or injury, the school personnel is legally responsible for first aid only. It is the school policy to notify parents immediately when home care or immediate medical care is indicated. Frequently, parents cannot be reached. Please assist us in giving your child the proper care by supplying the information requested -- on this form.

**IF MY CHILD NEEDS IMMEDIATE MEDICAL CARE AND WE CANNOT BE REACHED, CALL:**

Primary	First Name	Last Name	Type	Phone No.	
<input type="radio"/>					<a href="#">Edit</a>
Add Doctor		Add Dentist		Add Hospital	

**IF MY CHILD IS ILL OR INJURED AND WE CANNOT BE REACHED, CALL:**

First Name	Last Name	Type	Phone No.	
				<a href="#">Edit</a>
				<a href="#">Edit</a>
Add Friend/Relative				

Continue to Final Step >>>

Verify and/or edit information and click Continue...

K12 Alerts® Emergency Automated Telephone Dialer  
 Call Priority Selection of your Phone Numbers

Please indicate up to four phone numbers you would like our automated phone dialer to call in the event of delayed school openings, closings, and other school related information. Please note, for school delays and cancellations, the dialer may start as early as 5:15 a.m.

Contact Name	Contact Type	Contact Phone #	Phone 1	Phone 2	Phone 3	Phone 4
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enter the text you see below into the box on its right.  
 s 6 h s p

This step is for added security.

Save and Finalize

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Select which phone numbers you want weather or emergencies calls to go to. If you do not select any, only the home number will be called.

Scroll down to the bottom of the verification screen and enter the security text. Click Save and Finalize.  
 Done.