

RUTLAND CITY PUBLIC SCHOOLS

STAFF DIRECTORY AND IC MESSENGER INFORMATION

Your name, address, school, position, school phone extension and personal phone number will be published in the Staff Directory and available to all staff. If you prefer to have your personal information unlisted in the staff directory, please check the appropriate box.

Your personal information will be entered in the IC database so that you will be notified by the Administration via Messenger in the event of schools closings and other important information.

Name: _____

School: _____ Position: _____

Address: _____ City: _____ State: _____ ZIP: _____

Personal Phone: (_____) _____

Okay to publish in the Staff Directory? Please check one:

YES (Okay to publish my personal information in the Staff Directory.)

NO (Please **DO NOT** list my personal information in the Staff Directory.)

EMERGENCY CONTACT INFORMATION

In case of an emergency, I _____, give the Rutland City School District Officials permission to contact:

1. Name: _____ Relationship: _____

Phone: _____ Phone: _____

2. Name: _____ Relationship: _____

Phone: _____ Phone: _____

3. Name: _____ Relationship: _____

Phone: _____ Phone: _____

Please return to Betty Kapitan in the Superintendent's Office.