



## New Staff Information

Name \_\_\_\_\_

School \_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

### Emergency Contact Information:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Work phone \_\_\_\_\_

Cell phone \_\_\_\_\_

The Swift K12 Alert system is used to contact staff and students in the event of an emergency, a delay or closure as well as provide information about important events going on in Region 14. Please provide the most up to date phone contact numbers as well as current email addresses. This system is designed to enhance our ability to communicate, however, you have the option of not participating. Please fill out all the contact information you wish to provide below.

Phone # 1 for Delays and Closing & School Announcements

Email Address

\_\_\_\_\_

\_\_\_\_\_

Phone #2 for Delays and Closing & School Announcements

Email Address

\_\_\_\_\_

\_\_\_\_\_

The information below would only be used in an emergency. You can choose to give us up to 2 numbers. In the event of an emergency, our alert system will send a voice message to ALL of the numbers designated below.

Emergency Number 1 \_\_\_\_\_

Emergency Number 2 \_\_\_\_\_

*If you are a current employee and your name, address or phone number has changed please enter it below.*

Name \_\_\_\_\_ (please provide official documentation of name change)

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_