

**⚠️ UPDATE ⚠️**  
**EMERGENCY CONTACT**  
**INFORMATION**

**FAMILIES MUST PROVIDE ANY CHANGES TO THEIR EMERGENCY CONTACT INFORMATION EVERY YEAR.**



**ENROLLING PERSON**

The enrolling person refers to the specific person who enrolled the student in Fulton County Schools.

**Only the enrolling person can:**

- Add or make changes to a student’s emergency contacts
- Authorize who may pick up a student from school
- Give permission to another adult to make changes to the emergency contact list or pick-up list



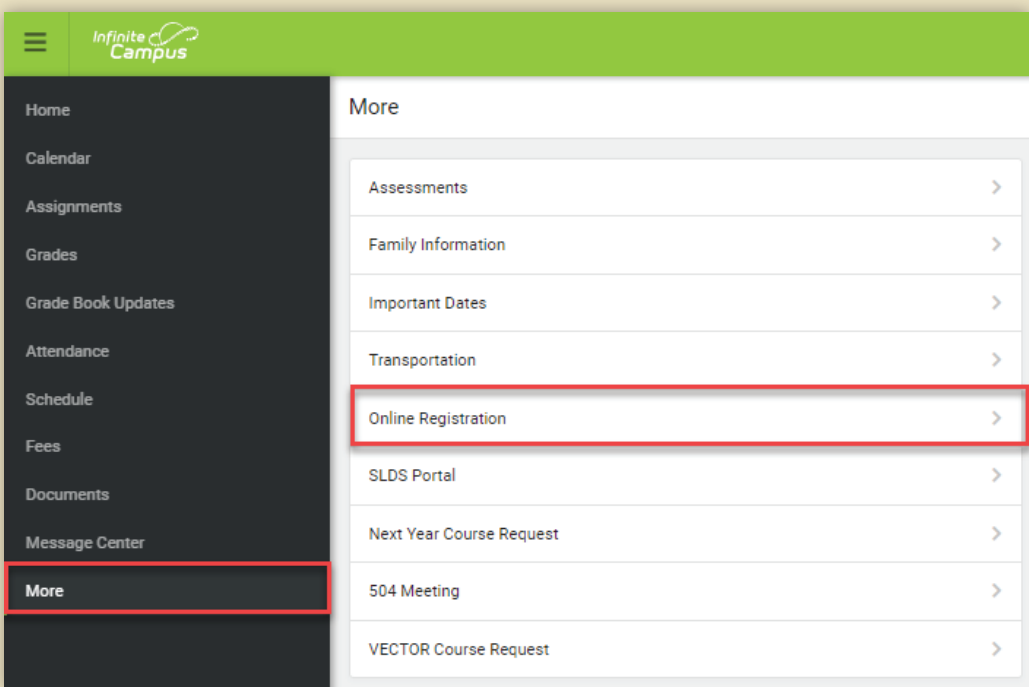
- ⚠️ **Pick up your child from school.**
- ⚠️ **Be contacted** in case there is an emergency when a parent or guardian cannot be reached.
- ⚠️ **If authorized by the enrolling person, designate an alternative pick-up person in an emergency.**



**MAKING CHANGES**

How does the enrolling person make changes to a child’s emergency contact or give authorization to another adult to pick up their child?

- 1) Access Infinite Campus
- 2) Click “More”
- 3) Click “Online Registration”
- 4) Make updates needed under the “Online Registration” tab



▲ SCAN WITH CAMERA TO ACCESS INFINITE CAMPUS



## GIVING PERMISSION

Contacts who are authorized in the student information system are allowed to pick up a child and/or designate an additional emergency pick-up person as long as the enrolling person provides authorization. Without this authorization, the student will have to stay at the school until an emergency contact can be reached.

\* Indicates a required field



Parent/Guardian Name:

### Demographics

Please complete this information for each parent, step-parent, or guardian. Any person listed as a contact will have authorization to pick-up your child during school hours. Complete all fields and enter a phone number for each contact. **Do not include any special characters (" \* #) in the name.**

Legal First Name \*

Middle Name

Legal Last Name \*

Suffix

Gender \*

As the enrolling parent/guardian, do you give permission for this person to make changes to the emergency contacts/pick-up list if the school is unable to reach you?



## USEFUL LINKS

To read *Board Policy JGFC Emergency Release of Students and Dismissal Precautions*, [click here](#) or [scan the QR Code](#) »



▲ SCAN WITH CAMERA



### Are there any special circumstances that the school should be aware of regarding student pick up?

Please contact your child's school for assistance.