

**MEMORIAL SCHOOL**  
**EMERGENCY DISMISSAL INFORMATION SHEET**

PLEASE FILL OUT FOR EACH CHILD IN SCHOOL

(NOTE: The information is not the same as that required for medical emergencies.)

**Emergencies that might result in early dismissal from school are:**

**"Heating System Breakdown"**      **"Excessive Snow/Ice"**      **"Fire"**      **"Violent Weather Forecast"**  
**"Extended Power Failure"**      **"Septic Failure"**      **"No Water"**      **"Crisis"**

Student's Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Bus # or Color \_\_\_\_\_ Home Phone # \_\_\_\_\_

Lives with:  Both Parents     Mother     Father     Guardian

Are there any custody issues?     Yes     No

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Mother's Address \_\_\_\_\_ Father's Address \_\_\_\_\_  
(if different from home address above)      (if different from home address above)

\_\_\_\_\_ City, State, Zip Code      \_\_\_\_\_ City, State, Zip Code

Mother's Work No. (    ) \_\_\_\_\_ Father's Work No. (    ) \_\_\_\_\_

Mother's Home E-Mail Address \_\_\_\_\_ Father's Home E-Mail Address \_\_\_\_\_

Mother's Work E-Mail Address \_\_\_\_\_ Father's Work E-Mail Address \_\_\_\_\_

Mother's Cell Phone No. (    ) \_\_\_\_\_ Father's Cell Phone No. (    ) \_\_\_\_\_

List names in order of priority (**put yourself first if you want to be contacted first**).

The first person that we contact will be responsible for your child upon early dismissal.

1. \_\_\_\_\_ Tel. \_\_\_\_\_ Relationship \_\_\_\_\_

2. \_\_\_\_\_ Tel. \_\_\_\_\_ Relationship \_\_\_\_\_

3. \_\_\_\_\_ Tel. \_\_\_\_\_ Relationship \_\_\_\_\_

The person(s) you have designated may be responsible for your child if school is dismissed early. The school is not equipped to call all of the parents with only two telephone lines; therefore, the Sanborn Regional School District has chosen to notify parents using Infinite Campus Messenger. This service allows us to call and/or email ALL of our students' parents on ALL of their contact numbers within minutes should an early dismissal be necessary. It is important that you notify the school immediately of any phone number/email address changes so that we have the most current contact information.

All students will be sent home on their regular bus in the event of an early dismissal. If a change is necessary, the parent must call the school with further change in transportation information. Please list above the names of neighbors and/or friends and relatives living close to your home. This system cannot work if we are given names of relatives, etc. in distant towns. A friendly neighbor is usually the best choice for your child's safety. Please be sure the neighbors, etc. have been asked and have agreed to be responsible for your child in such an emergency. It is the responsibility of the parents to make emergency arrangements with your child and to clarify with him/her what steps should be taken if the normal routines are changed. Please talk over the possibility of an early dismissal with your child and let him/her know what to do if they are sent home from school.

Early dismissals are announced on the following: [www.sau17.org](http://www.sau17.org) WOKQ 97.5 FM-Dover, WMUR-TV Channel 9-NH, WTSN 1270 AM-Dover, WCVB-TV Channel 5 - MA

In case of an emergency dismissal, I hereby authorize the school to make whatever arrangements seem necessary:

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_