

### Updating Emergency Release and Out-Of-Province Contact information

Parent Connect allows parents to add/maintain both **Emergency Release** and **Out-Of-Province** contact information in the case of a major disaster such as an earthquake or flood.

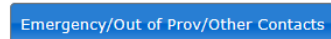
In the case of a disaster, students may **ONLY** be released to those identified as an **Emergency Release** contact. The **Emergency Release** contacts may also be listed as the Contacts on the student's Basic screen.

**Emergency Release** contacts on this screen are typically people living close to you or the school in order to facilitate picking up the child from the school.

**Out-Of-Province** contacts are typically those living in another province or another country who can be contacted in case local communication lines (land line or cell towers) are not working. The District would appreciate parents adding/maintaining this information as it's an integral part of the District's disaster plan.

**\*\* Very Important \*\*** If you have multiple students in the district, this information must be added/updated separately on each child's student record i.e., changing your out-of-province information on one child's record will not automatically change this information for all your children.

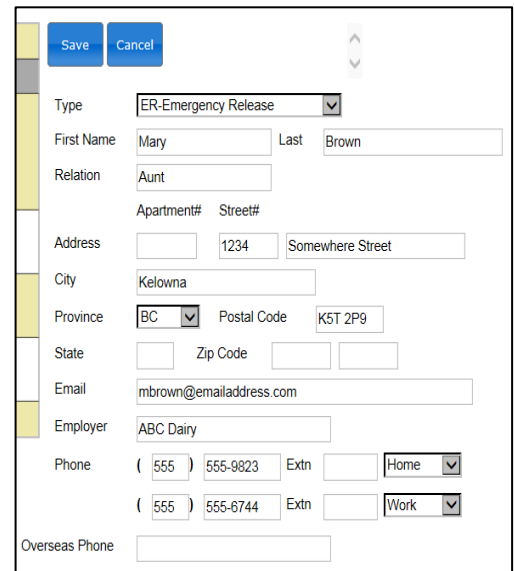
1. Sign on to Parent Connect
2. Click on the **Basic** tab on the main toolbar
3. Click on the blue "**Emergency/Out of Prov/Other Contacts**" button



we ask that you enter no more than **3 Emergency Release** names and **1 Out-of-Province** name as that is the maximum number of names printed on the student information reports.

4. Click on the **Edit** button to the left side of a blank line to **add** a new record, or on an existing line to **change** the information:

- **Type:** use the drop down option box to choose the appropriate option for this record; choose either **ER-Emergency Release**, or **OP-Out of Province Contact** (do not enter any records for "Other Contacts")
- **First and Last Name:** enter the persons usual first and last name
- **Relationship:** the relationship as it relates to the child (not to the parent) such as Grandparent, Aunt, Uncle, Family Friend, Father, Mother, Neighbor
- **Full Address:** Include the full street address, City, Province, and Postal Code; if the person lives in the U.S. then enter the State code and Zip Code instead of province and postal code
- **Email:** enter the email address that this person would want us to use to contact them; this could be the person's personal email or work email, whichever they would prefer to use
- **Employer:** enter the name of the persons Employer, if applicable
- **Phone:** up to two different phone numbers could be entered for each person; the phone numbers could be their home, cell or work number; if entering the persons Employer then it may be a good idea to add their work number
- **Overseas Phone:** if this person is living overseas, please put in the overseas phone number instead of using the two regular phone number fields
- Click the **Save** button to update the changes. If you close the screen or go to another screen before saving, the changes will be lost



The screenshot shows a form for adding or editing a contact. At the top are 'Save' and 'Cancel' buttons. The form fields include:
 

- Type: ER-Emergency Release (dropdown)
- First Name: Mary, Last: Brown
- Relation: Aunt
- Address: Apartment# and Street# (1234 Somewhere Street)
- City: Kelowna
- Province: BC (dropdown), Postal Code: K5T 2P9
- State: (dropdown), Zip Code: (dropdown)
- Email: mbrown@emailaddress.com
- Employer: ABC Dairy
- Phone: (555) 555-9823 (Home), (555) 555-8744 (Work)
- Overseas Phone: (empty field)