

ST. STEPHEN SCHOOL

355 Grafton Street

Worcester, MA 01604

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Fully Accredited by the New England Association of Schools and Colleges

Connect Ed Telephone/Email Messaging System

Our Connect Ed system is used to deliver important school information to you in a timely manner. This system is also used to reach you immediately in the event of an emergency. Accurate information is essential for effective communication. For new students, please fill out all of the information requested on this form. For returning students, please inform us of any changes to your existing information (the shaded area of the form indicates required information for ALL families). *We thank you for your cooperation.*

Important Call Delivery Information:

- When a Connect Ed call comes to you, your caller ID will display the school's phone number.
- When listening to a message, please be aware that background noise will cause the system to "stop and start". It is calibrated to determine whether a person or an answering machine has picked up the phone, and background noise may affect delivery. If possible, move to a quiet area, or press the "mute" button on your phone.
- If you missed any part of the message, please stay on the line and press * (star) to hear the message again. If you follow this procedure, the school phone lines will not be tied up with calls asking for the Connect-Ed message to be repeated.
- Connect-Ed Messages are also sent to the email address(es) that you provide.
- A standard "Community Outreach" message will come to your primary number and email address only. Please be advised that an "Emergency Notification" will be sent to ALL numbers listed for your child as well as email addresses. The Connect Ed System can NOT dial extensions.
- Please fill out and return the bottom portion of this form as soon as possible, but no later than the first day of school. Thank you.

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**Note: If there are Parents/Guardians living in separate locations, please fill out the Primary Number #2 that will also receive all calls.*

STUDENT NAME: _____ GRADE _____

PLEASE CHECK ONE: New Student Returning Student-Changes Returning Student-No Changes

Primary Number (Home): _____ *Primary Number (Home)#2: _____

Work: _____ (NO EXTENSIONS)

Mobile: _____

Alternate Home: _____

Alternate Work: _____ (NO EXTENSIONS)

Alternate Mobile: _____

E-Mail 1: _____

E-Mail 2: _____

Date: _____

If you have any questions regarding this form or the Connect Ed System, please feel free to contact Mrs. Mangaudis.