



# THE MEADOWBROOK SCHOOL

Dear Parents,

Keeping you informed is a top priority at The Meadowbrook School. That is why we have adopted the BlackBoard Notification Service which will allow us to send a telephone, e-mail or text message to you providing important information about school events or emergencies.

We anticipate using BlackBoard to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone. The successful delivery of information is dependent upon accurate contact information for each family, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

What you need to know about receiving calls sent through BlackBoard

- Caller ID will display the school's main number when general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- Be sure to say "Hello" when you answer the phone. The technology must hear a voice to deliver the message.
- BlackBoard will leave a message on any answering machine or voicemail.

Please email the attached form to Patricia Carey in the the Main Office as soon as possible ([pcarey@themeadowbrookschoo.org](mailto:pcarey@themeadowbrookschoo.org)). Thank you for your cooperation and if you have any questions, please don't hesitate to contact the school at 215- 884-3238. BlackBoard is a great tool for parent communication and we strive to deliver real time information to you.

If you are a new parent, or have changes to your BlackBoard notifications, please choose your preferred method(s) of communication below.

## *BlackBoard Connect – Contact Information*

Student Name(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

**(ONE FORM PER FAMILY)**

Primary phone	
Additional phone	
Home phone	
Work phone	
Mobile phone	
Home phone alt	
Work phone alt	
Mobile phone alt	
Email address	
Email address alt	
SMS phone (for text msg)	
SMS phone alt (for text msg)	