

Emergency Contact Information

Usage Guidelines

Information provided to the Westlake City School District as part of the Emergency Contact process is used to contact parents, guardians or other authorized individuals in the event a student is ill or in an emergency situation. This information is the primary source for the names and contact information for the individuals that are authorized to help your student. School staff keep these forms readily accessible. They take copies of these forms with them on field trips and during fire drills.

In the event that school staff need to contact a parent/guardian they begin making calls with the first name provided as “Emergency Contact 1” and continue calling contacts in numerical order until an authorized individual is reached. It is a parent/guardian’s responsibility to provide the emergency contact information to the school in the order in which individuals should be contacted.

Parents/Guardians must provide information for a minimum of 3 emergency contacts. Space is provided for up to 6 contacts.

