

# LAS Digital Emergency Contact Form

Beginning in the 2013-2014 school year, the Lincoln Akerman School started using a digital emergency contact form. This allow families to fill out the form on a computer, save a copy for each child and easily update data yearly for re-submission to the school.

The LAS digital emergency contact form is an editable PDF file, meaning that all fields on the form can be filled out on a computer (**The newest version of Adobe Reader must be installed on your computer. We cannot verify that it is compatible with other PDF readers**). Please follow the directions below to fill out the form and submit it to the school.

1) Save a copy of the file to your computer. This is typically done by selecting "save as" and selecting a folder on your computer.

2) Open the file. If you cannot open the file, please make sure that you have software installed on your computer that can open/read PDF files. **Note:** Once the file has been opened, you may see a button on the top right side of the screen requesting to "enable all features", which you must do prior to entering data into this form.

3) Once the file has been opened, the form will look like this on page 1 -

MAIN OFFICE/TEACHER SAU #21 EMERGENCY INFORMATION -  School Year

Student's Name    Home PH.  M/F   
Last First MI Grade

Mailing Address:       
Street City State Zip

Mother  Father

Street  Street

City  State  Zip  City  State  Zip

Home #  Work #  Cell #  Home #  Work #  Cell #

Email  Email

WHO SHOULD BE CALLED FIRST?

LIST PERSON WITH WHOM CHILD ACTUALLY LIVES, IF DIFFERENT THAN ABOVE

List two adults who have agreed to assume temporary care of your child or pick your child up at the school in the event of illness or emergency if you cannot be reached:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Address	Phone

If there are individuals whom the school SHOULD NOT dismiss your child to, please list names: **LEGAL DOCUMENTATION REQUIRED:**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Relationship

# LAS Digital Emergency Contact Form

Any field that has a light blue colored box is completely editable and any field with an arrow, such as school year and grade, have selectable drop boxes when the arrow is clicked.

If you have only one child, please fill out the entire form, click File -> save as -> change the file name to the name of your child and click save.

If you have more than one child, please follow the directions below to make a template containing data that is the same for all of your children.

1) Open the file

2) Fill out all of the data fields that will be the same for all of your children. This will typically be last name, address, parent contact information, etc, as shown below on page 1

MAIN OFFICE/TEACHER SAU #21 EMERGENCY INFORMATION - 2013-2014 School Year

Student's Name: [Last] [First] [MI] Home PH. [ ] M/F [ ] Grade [ ] DOB [ ]

Mailing Address: [123 Main Street] [Hampton Falls] [NH] [03844]

Mother: [123 Main Street] [Hampton Falls] [NH] [03844] [Mother Name] [Mother] [email\_address1]

Father: [123 Main Street] [Hampton Falls] [NH] [03844] [Father Name] [Father] [email\_address2]

WHO SHOULD BE CALLED FIRST? [Mother]

LIST PERSON WITH WHOM CHILD ACTUALLY LIVES, IF DIFFERENT THAN ABOVE [ ]

List two adults who have agreed to assume temporary care of your child or pick your child up at the school in the event of illness or emergency if you cannot be reached:

Grandparent	234 Main Street	(603) 555-5555
Name	Address	Phone
Neighbor	345 Main Street	(603) 555-5555
Name	Address	Phone

If there are individuals whom the school SHOULD NOT dismiss your child to, please list names: LEGAL DOCUMENTATION REQUIRED:

[ ]	[ ]	[ ]
Last Name	First Name	Relationship

Once all data has been entered that is exactly the same for all children, click File -> save as -> LAS Emergency Card Template. This will create a form with this data already filled in for you.

# LAS Digital Emergency Contact Form

- 4) Open up the “LAS Emergency Card Template” that we created in step 3 and enter the data for one of your children.
- 5) Once all data has been entered on pages 1 & 2, click file -> save as -> change the file name to the name of this child and click save. This has created a complete emergency form for this child.
- 6) Close the completed emergency contact form for this child.
- 7) Open the “LAS Emergency Card Template” that we created in step 3 and repeat steps 5 & 6 until you have created emergency forms for all of your children.
- 8) Once you have completed the emergency contact form for all of your children, please send an email to this email address - [lasoffice@sau21.org](mailto:lasoffice@sau21.org) with all emergency contact forms attached to the message with this as the subject line “LAST NAME Emergency Contact Form(s)”, replacing “LAST NAME” with your child's/children's last name(s). **We will not accept emergency cards submitted in any other way (printed, hand written, etc.).**
- 9) If you experience issues completing the form, please view the documentation that outlines commonly experienced issues and how to resolve them. If you continue to experience issues, please contact Zach Lamare via email at [zlamare@sau21.org](mailto:zlamare@sau21.org).