

Good Evening Parents, Guardians, and Students of the Iowa City Community School District,

It has come to our attention, through an annual review, that many of our students have incomplete, outdated, or no emergency contact information.

An emergency contact can be a trusted friend, neighbor, coworker, religious leader, or any other person you trust to make decisions for your child in an emergency situation if you cannot be reached.

If there is an emergency of any nature and we cannot contact you, and if you have not provided us an emergency contact to call we may be required to call Iowa Department of Human Services. **We will make all attempts to reach you or your emergency contact first.**

Please review and update your emergency contact information as needed by filling out and returning this form, contacting the school secretary, or updating [PowerSchool](#) by Monday, May 15<sup>th</sup>

Thank you for your attention and time in this effort! Please contact Kingsley Botchway, Director of Equity and Engagement with any questions or concerns, at [Botchway.kingsley@iowacityschools.org](mailto:Botchway.kingsley@iowacityschools.org) or call at 319-688-1000 .

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**Please fill out one form for each child.**

Parent/Guardian Name(s): \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

Name of Emergency Contact(s): \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Phone Number(s) of Emergency Contact: \_\_\_\_\_