

February 23, 2009

Dear Parent/Guardian:

Beginning in early March, we will implement a new alert and notification service at the Capital Region BOCES Career and Technical School (formerly known as VoTec). This new service, called Connect-ED®, will enable us to personally communicate with you about emergency situations, school events and important issues impacting your child. Most importantly, we will be communicating with you when your child is absent from our school. Connect-ED® will allow us to send personalized voice messages to your family's home, work or cell phones, or E-mail messages. We will be able to reach everyone throughout the districts we serve within minutes.

I plan to send our first Capital Region BOCES Career and Technical School-wide message in early March. In preparation for this message, please note these important call delivery notes:

- 1. When a call comes from the Career and Technical School, your caller ID will display the school phone number (518 862-4800).**
- 2. When listening to a message, please be aware that background noise will cause the system to stop and start. It is carefully calibrated to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery. If possible, move to a quiet area, or press the "mute" button on your phone.**
- 3. If you missed any part of a message, please stay on the line and press the "*" key on your phone to hear the entire message again.**

It is important that the Capital Region BOCES Career and Technical School has your current telephone numbers and e-mail addresses so that you will not miss out on any important communications. Please help us ensure we have your current information by indicating on the enclosed form what you would like included in our database. Please be aware that the Connect-ED® service cannot dial an extension, so be sure the numbers you include are direct lines. Also, we recommend that attendance messages be routed to a number other than the home telephone number.

Please have your child return the enclosed completed form to his or her Career and Tech teacher as soon as possible. Be assured that all personal information will be maintained in the strictest confidence. For more information, call us at 518-862-4806 or go to <http://www.bocescareertech.org/> and click on Connect-ED®.

It is an honor to serve you and your child at the Capital Region BOCES Career and Technical School. We look forward to connecting with you more effectively in the very near future.

Sincerely,

Theresa Swett, Principal
Capital Region BOCES Career & Technical School
ENC

Please complete and return this form to your child's
Career & Technical School teacher as soon as possible.
You may fax this form back to 518-862-4818.

Student Name # 1: _____ Program: _____

Student Name # 2: _____ Program: _____

Directions: Please indicate which phone numbers and e-mail addresses you want us to use when contacting you through the Connect-ED® alert and notification service.

1. **Fill in all available numbers and e-mail addresses on the lines provided below.**
2. **Check one Primary Phone. This number will be called for non-emergency messages.**
3. **Check one Attendance Phone number if you'd like attendance calls to go a number other than the Primary Phone.**
4. **Check one Additional Phone if you'd like a second number to receive all non-emergency messages (including attendance).**

NOTE: Emergency Messages will go to ALL available numbers.	Primary Phone Check ONE	Attendance Phone Check ONE	Additional Phone Check ONE
Home Phone Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Home Phone Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Work Phone Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Mobile Phone Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>