

# Keeping *Your Phone Number Current*

## Keeping Your C-Notify Numbers Current

As the winter season approaches, please take time to notify your child's school of any emergency contact numbers that may have changed or are no longer in service. This will ensure that you receive any relevant notifications from your child's school, and also helps prevent calls from being sent to incorrect recipients.

C-Notify, the notification service used by Sunman-Dearborn, updates its call lists nightly from our student information system, so any changes requested will be in effect for the next school day. To update any of the four numbers used for C-Notify calls – Home, Disaster, Weather, & Early Dismissal – just call the main office of your child's school and they will be happy to help you. Please note that these numbers need to be updated for each child in the district, as the numbers are tied to individual students rather than families.

Also, please be aware that when sending notifications we always use the home number for calls, plus the appropriate category. For instance, on a school delay the C-Notify will be sent to both Home & Weather numbers.

Thank you for your help with keeping these records current!