

Emergency Contact List for School Events

Dear Parents and Guardians,

As we prepare for the upcoming school events, we want to ensure the safety and well-being of all our students. To facilitate communication in case of emergencies, we kindly ask you to share your emergency contact information.

Emergency Contact Information

Please provide the following details for your child:

- Child's Name:
- Parent/Guardian Name:
- Primary Contact Number:
- Secondary Contact Number:
- Emergency Contact Name:
- Emergency Contact Number:

Please return this information to the school office by **[Deadline Date]**. Your information will be kept confidential and used only for emergency purposes.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School Name]