

# School Emergency Contact Information Update

Date: \_\_\_\_\_

Dear Parent/Guardian,

We are in the process of updating our emergency contact information for all students. Please take a moment to review and revise the information listed below for your child.

## Student Information

Name: \_\_\_\_\_

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

## Emergency Contact Information

Contact Name 1: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name 2: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Additional Notes

Please provide any additional information or updates related to your child's emergency contacts:

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## Signature

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[School Name]

[Contact Information]