

# Request for School Emergency Contact and Protocol Information

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Principal's Name or Appropriate Contact],

I hope this message finds you well. I am writing to request information regarding the emergency contact protocols and procedures in place at [School Name] for the upcoming school year.

As a parent/guardian of [Child's Name], I would like to ensure that I am fully aware of the school's emergency contact policies, including:

- Emergency contact numbers for school administration
- Specific procedures followed in case of an emergency
- Notification systems used to inform parents

Please let me know if there are any forms I need to complete or additional steps I should take to obtain this important information. Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]