

## Early ISD Parent Contact Manager



Early ISD utilizes a notification system called SchoolMessenger. The SchoolMessenger service has the capacity to send notifications via telephone, E-mail, and SMS (text messages to your cell phone). Through SchoolMessenger's parent portal, Contact Manager, you can set your contact preferences and update your contact information.

**If you would like to participate in the SchoolMessenger Contact Manager program, please carefully read this document, complete the Contact Manager Access Form and return the form to your child's campus office.**

***Please be aware that this service is governed by the Early ISD Technology Acceptable Use Policy (AUP).*** Use of the SchoolMessenger Contact Manager service implies that you have read and agree to all terms included in the AUP in addition to the items listed below. *(The EISD AUP can be accessed from the Policies & Resources page on [www.earlyisd.net](http://www.earlyisd.net))*

- You should share your account information only with someone who would normally have legitimate access to your personal contact information.
- Early ISD does not provide technical support outside of the Early ISD network.
- Abuse of this service may result in loss of access privileges. Abuse may include (but is not limited to): any attempt to bypass site security, sharing user account information with unauthorized users, and/or utilizing information obtained from this site in such a manner as to detract from Early ISD's reputation and/or interfere with normal operations.

***After the Contact Manager Access Form has been processed by the campus office, you will be contacted with your Contact Manager account information.***

Early ISD Contact Manager Access Form



**Return this completed form to your child's campus office. You must complete a separate form for each child you wish to have on your account.**

**STUDENT INFORMATION** (PLEASE PRINT CLEARLY):

STUDENT LAST NAME

STUDENT FIRST NAME

MI

**CAMPUS** (CHECK ONE- You must complete a separate form for each child you wish to have on your account):

High School

Middle School

Elementary School

Primary School

**PARENT/LEGAL GUARDIAN INFORMATION** (PLEASE PRINT CLEARLY):

LAST NAME

FIRST NAME

MI

MAILING ADDRESS

CITY

STATE

ZIP CODE

**REQUIRED CONTACT INFORMATION** (for High-Priority & Urgent Notifications):

PHONE 1 (with AREA CODE)

CONTACT NAME (If different from Parent/Guardian listed above)

**OPTIONAL (BUT PREFERRED) CONTACT INFORMATION:**

E-mail 1 (PLEASE PRINT CLEARLY)

I have read, understand and agree to the Contact Manager access stipulations as set forth by Early ISD. I affirm that I am the Parent/Legal Guardian of the above named student. As the parent/guardian of the above named student, I hereby authorize Early ISD to post my personal contact information on Contact Manager. I understand and agree that this authorization remains in effect until I revoke by means of written notice or upon withdrawal of my child from the district. Furthermore, I understand that the User ID and password are to remain confidential. Any abuse of this access will result in deactivation of Contact Manager access. I understand and agree that Early ISD is not responsible for unauthorized access to student information and/or my personal contact information. By signing below, I waive claims or causes of action I may have against Early ISD by reason of such unauthorized access.

Parent/Guardian Signature

Date

Campus Principal Signature

Date