



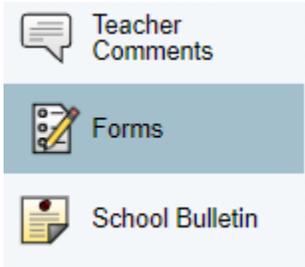
Back to School Forms: Emergency Contact Update

Instructions: Sign up for text notifications.

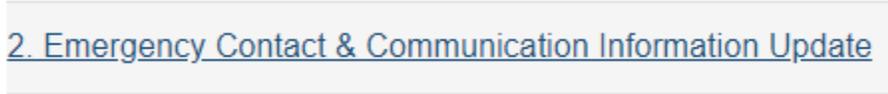
1. Navigate to the parent portal <https://cantonschools.powerschool.com/public>.
2. Sign in using your **parent portal** login information.
3. Select a child on the top menu bar.



4. Click **Forms** from the left side menu.



5. In the **General Forms** tab, select form “**2. Emergency Contact & Communication Information Update**”.



6. Fill out the “**School Communication Update**” section.
 - a. After processing, our communication system will send a message to each number listed below. This message will allow you to opt into a text message program. Once this message is received; Reply **yes** to receive text messages, reply **no** to not receive text messages.
 - b. If you wish to receive these notifications by phone please fill out all relevant phone numbers.

School Communication Update

The information you provide here is to ensure you are notified of school delays, early dismissal, school cancellations or school emergencies.

After processing our communication system will send a message that will allow you to opt into a text message program. Reply yes to receive text messages, reply no to not receive text messages.

These phone numbers and emails are typically the same as the guardian information.

Please format numbers ###-###-####

Primary Number 1 (General & Emergency Calls)

Primary Number 2 (General & Emergency Calls)

Emergency Number 1 (additional number for Emergency Calls)

Emergency Number 2 (additional number for Emergency Calls)

Emergency Number 3 (additional number for Emergency Calls)

Email 1 for all School & District Notifications

Email 2 for all School & District Notifications

7. Click **Submit** in the bottom right.



8. Repeat steps **3-7** for each child attending Canton Public Schools.

