

[School's Letterhead]

_____ (Date)

Dear Parent/Guardian:

As we settle into the new school year, I would like to remind you of the importance of keeping your child's emergency contact information up to date. The Emergency Contact Forms that we distribute at the beginning of the school year provide us with details about who to contact if your child becomes ill at school or in the event of an emergency situation. They also provide us with information about who is authorized to pick up your child from the school. We will not release your child, even in an emergency situation, without this information on file.

You may update this form at any time during the school year. I urge you to double-check with the school to ensure that your child's contact information is complete and accurate. In addition, if there are special circumstances regarding drop-off and pick-up procedures that school personnel should be aware of, such as custody issues, please call me at _____ (*insert phone number*).

Feel free to contact me at the school if you have any questions or concerns. I appreciate your cooperation in this matter. With your help, the staff at _____ (*insert school name*) will work to keep your child safe while in our care.

Sincerely,

_____ (*insert name*)
Principal