

“Please fill out the English portion of the form you require, the target language portion will be filled out automatically”

_____ (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

亲爱的家长/监护人:

随着新学年工作的继续进展,我想提醒您,确保学校备有您子女最新的紧急情况联系人信息非常重要。本学年初,我们已经向家长发放紧急情况联系人信息表。该信息表能够详细说明,如果您子女在校生病或者出现紧急情况时我们应该联系谁。通过该信息表,我们还能了解您授权何人来校接您子女。如果学校没有收到紧急情况联系人信息,即使出现紧急突发情况,我们也不会让您子女离校。

学年期间您可以随时更新紧急情况联系人信息表。我促请您再次向校方核实学校已经备有的您子女的紧急情况联系人信息完整、准确。此外,如果学校工作人员需要知道您来校接送子女方面有什么特殊问题要求(如,监护权问题),请拨打电话_____联系我。

如果您有任何疑问或顾虑,请随时联系我。感谢您在此事上与我们合作。在您的帮助下,_____工作人员将能够努力确保您子女在校期间的安全。

此致,

校长

如欲了解更多有关教育局的中文信息及文件的中文版本,请上网至:
www.philasd.org/language/chinese 查询