



August 26, 2008

Dear Parent/Guardian:

Beginning this fall, we are updating the capabilities of the District's telephone messaging service, called **Connect-ED**. This service allows the District to deliver information to families through phone messages, and I am excited to introduce new options through our **Connect-ED** service. In addition to sending personalized voice messages to your family's home phone, we will now offer you the option of receiving information notification to e-mail, work, and/or cell phones.

Please help us by ensuring we have your current phone numbers. Please indicate on the enclosed form which numbers you want included in our system. Please be aware that the **Connect-ED** service cannot dial an extension, so the numbers you include must be direct lines.

***Important Call/Email Delivery Notes:***

1. When a call comes from the school (or District), the message recipient's caller ID will display the school (or District's) phone number.
2. If you miss any part of a message, please stay on the line and press the (star) "\*" key on your phone to hear the entire message again.
3. If choosing to receive emails, please save the following address in your address book, so to ensure receipt of all messages: **info@chuh.org**.

Please have your child return the enclosed form to your school's main office no later than **Friday, September 5**. One email form needs to be returned per student to ensure all information is routed correctly. This is not the same as the Emergency Contact/Release card.

For more information about the Connect-ED messaging service, please call **216-371-7131**.

It is important that your school has all of your current telephone numbers so that you will receive all of these messages. Also, please be assured that all personal information will be maintained in the strictest confidence.

We appreciate your support of our students and schools and look forward to connecting with you more effectively in the very near future.

Sincerely,

A handwritten signature in cursive script that reads "Deborah S. Delisle".

Deborah S. Delisle  
Superintendent

# STUDENT AND FAMILY CONTACT INFORMATION

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[STUDENT NAME]

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[SCHOOL]/[SMALL SCHOOL]

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[GRADE]

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[ADDRESS]

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[CITY]

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[ZIP]

**Directions:** Please indicate which phone numbers and email addresses you would like the District to use when contacting you through the **Connect-ED** messaging service.

1. Please fill in all available numbers and e-mail addresses on the lines provided below. Thank you for printing the information.

**E-mail 1:** \_\_\_\_\_

**E-mail 2:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Work:** \_\_\_\_\_  
*(please do not include extensions; only direct lines)*

2. The District uses a separate email service for CH-UH residents called CH-UH Newsflash. Do you wish to receive periodic District news updates via email in addition to emergency notification and school-specific messages? Subscribers will have the ability to opt-out of receiving emails at any time.

Yes

No

**Please return this entire sheet to the registrar at the Board of Education  
or the main office of your child's school by Friday, September 5.**