



UPDATE



EMERGENCY CONTACT

INFORMATION

FAMILIES MUST PROVIDE ANY CHANGES TO THEIR EMERGENCY CONTACT INFORMATION EVERY YEAR.



ENROLLING PERSON

The enrolling person refers to the specific person who enrolled the student in Fulton County Schools.

Only the enrolling person can:

- Add or make changes to a student's emergency contacts
- Authorize who may pick up a student from school
- Give permission to another adult to make changes to the emergency contact list or pick-up list

WHAT CAN AN EMERGENCY CONTACT DO?



Pick up your child from school.



Be contacted in case there is an emergency when a parent or guardian cannot be reached.



If authorized by the enrolling person, **designate an alternative pick-up person** in an emergency.



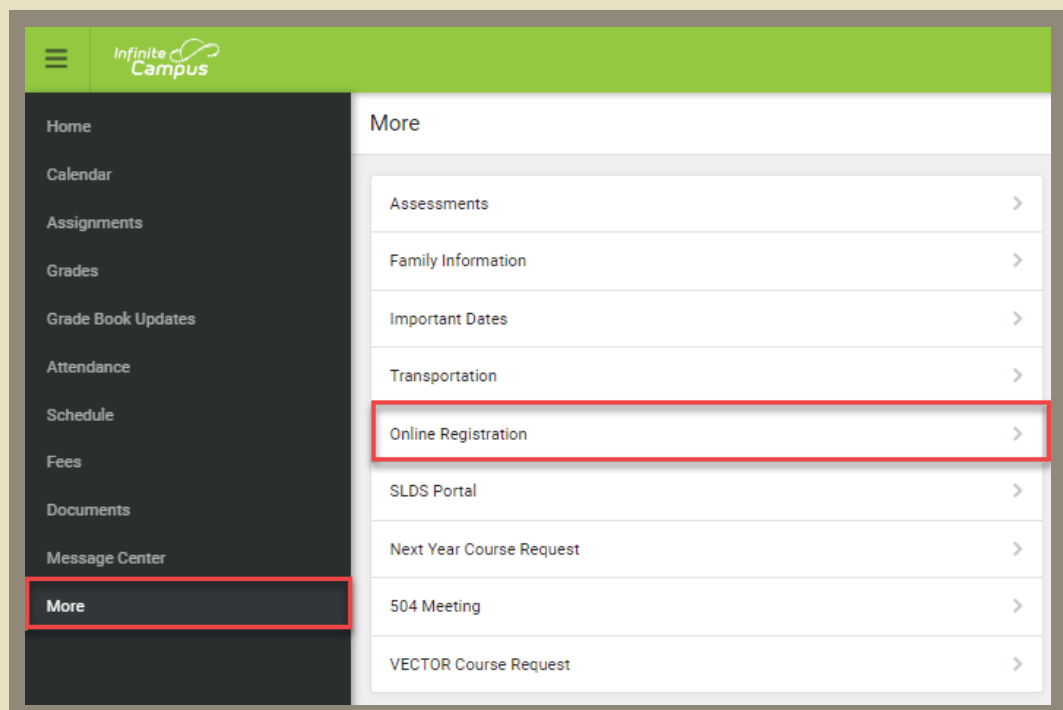
MAKING CHANGES

How does the enrolling person make changes to a child's emergency contact or give authorization to another adult to pick up their child?

- 1) Access Infinite Campus
- 2) Click "More"
- 3) Click "Online Registration"
- 4) Make updates needed under the "Online Registration" tab



▲ SCAN WITH CAMERA TO ACCESS INFINITE CAMPUS





GIVING PERMISSION

Contacts who are authorized in the student information system are allowed to pick up a child and/or designate an additional emergency pick-up person as long as the enrolling person provides authorization. Without this authorization, the student will have to stay at the school until an emergency contact can be reached.

Contact Name:

Demographics

Please complete this information for each parent, step-parent, or guardian. Any person listed as a contact will have authorization to pick-up your child during school hours. Complete all fields and enter a phone number for each contact. **Do not include any special characters (* * #) in the name.**

First Name *

Middle Name

Last Name *

Suffix

Birth Date

month/day/year

Gender *

As the enrolling parent/guardian, do you give permission for this person to make changes to the emergency contacts/pick-up list if the school is unable to reach you?

☐



USEFUL LINKS

To read *Board Policy JGFC Emergency Release of Students and Dismissal Precautions*, [click here](#) or [scan the QR Code »](#)



▲ SCAN WITH CAMERA



Are there any special circumstances that the school should be aware of regarding student pick up?

Please contact your child's school for assistance.