



# WORCESTER COUNTY PUBLIC SCHOOLS

## SchoolMessenger: CHANGE FORM

Use this form to make changes to your SchoolMessenger phone numbers. It is important that you **complete the entire form**, even if some of the previously designated numbers will remain the same.

In order for the phone number changes to be applied to each of your children who are enrolled, you must provide your child's name, school, and grade level. Copies of this form will be sent to the other schools listed below so they can make the necessary phone number changes. Please allow one to two weeks for the update to take place.

### PLEASE SUBMIT TO SCHOOL'S FRONT OFFICE

Phone numbers should include extensions, and should not be general or main business numbers.

Student's Name: \_\_\_\_\_

Student's School: \_\_\_\_\_ Student's Grade: \_\_\_\_\_

#### Primary Contact Number -

This number will be called for all messages. \_\_\_\_\_

#### Secondary Contact Numbers-

These numbers will be called for information that needs to be delivered during school hours, such as an early dismissal phone call. The system will use the Primary and Secondary Contact numbers that are listed to help ensure that the message gets delivered.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Text Messaging Cell Numbers

These two cell numbers will receive text messages. If you do not want to receive text messages, make sure you complete the Opt Out process.

\_\_\_\_\_

\_\_\_\_\_

#### List your students who attend other Worcester County Public Schools

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Sibling: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_