

Intradistrict Communication

DATE: December 16, 2019

TO: Principals
Assistant Principals
Administrative Assistants
Attendance Secretaries

FROM: Mike Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Planning and Enrollment Consultant

SUBJECT: Emergency Contacts in Skyward

The primary purpose of emergency contacts in Skyward is to provide a secondary method for contacting the parent/guardian (Family 1 in Skyward) when they are not readily or immediately available to the school. In most cases those listed as an emergency contact are not the parent/guardian and do not have the authority to excuse a student's school attendance.

Emergency contacts may not excuse a student's attendance nor check them out of school. However, an emergency contact may pick up and/or deliver a student when a parent/guardian excuses a student's attendance and authorizes that person to do so. The authorization should be done via phone or email that matches information recorded in Skyward.

Emergency contacts (unless they are the parent/guardian) do not have a right to FERPA protected information. The school should not disclose a student's personally identifiable information nor any information that is protected by FERPA to an emergency contact without written permission from the parent/guardian.

Please contact Caleb Olson (801.567.8251) in Planning and Enrollment should you have any questions.