



Department: Instruction Policy Number: INS-A001 Effective Date: 1/17/05
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## ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.
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## EMERGENCY INFORMATION

Emergency Information will be kept on file in the Student Information System or in the school office for each child enrolled in school.

Implementing Procedures: [INS-P005](#) Emergency Information

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/17/05		Initial Release
12/4/15		Reviewed, no changes to policy. Updated logo.
6/23/22	A	Made minor changes to wording to reflect the move to an online emergency card.

**\*\*\* End of Policy \*\*\***