



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.

**EMERGENCY INFORMATION**

An Emergency Information Card will be kept on file 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.

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