



## EMERGENCY INFORMATION PROCEDURE (INS-P005)

Clarksville-Montgomery County School System

### 1.0 SCOPE:

- 1.1 This procedure outlines the process for maintaining an Emergency Information Card on each student enrolled in the Clarksville-Montgomery County School System.

### 2.0 RESPONSIBILITY:

- 2.1 Principals

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

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

### 4.0 DEFINITIONS:

- 4.1 None.

### 5.0 PROCEDURE:

- 5.1 Upon registration and at the beginning of each school year, every parent will be provided with an Emergency Information Card (ref. INS-F004) to be completed on each child.
- 5.1.1 Parents are encouraged to notify the school of any changes in address, place of employment, phone numbers, medical conditions and/or emergency contacts.
- 5.2 Emergency Information Cards will be kept on file at the student's home school.
- 5.2.1 In the event of a transfer, the receiving school will insure a new Emergency Information Card is completed for the student.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Emergency Information Cards (INS-F004)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Emergency Information Card	School Office	Permanent	N/A	Secured Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/10/05		Initial Release
10/25/10	A	5.2.1 Changed to show the receiving school will insure a new Emergency Information Card is completed for student's transferring.
10/17/12	B	Delete line in 5.2 "and become a part of the student's permanent record."

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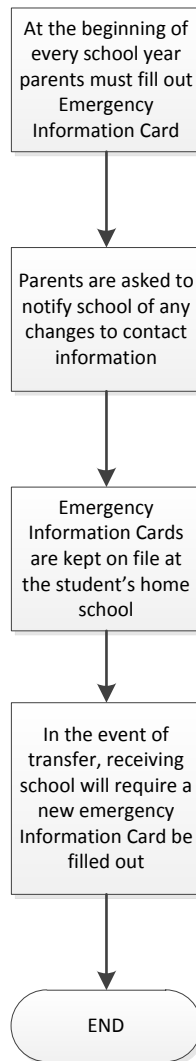
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### OWCHART

9.1 A flowchart detailing the process can be found below.



**\*\*\* End of Procedure \*\*\***