



**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 and become a part of the student's permanent record.
  - 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.



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