

NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCOOK VALLEY SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road, Peterborough, NH, 03458-1197

Phone: 603-924-3336  
Fax: 603-924-6707

Richard A. Bergeron, Ed.D.  
Superintendent of Schools

Dear Parents and Friends,

Keeping families and our member communities informed is a top priority of the ConVal School District. That's why we have adopted the ALERTNOW Notification Service which will allow us to send a telephone and/or e-mail message to you providing important information about school events or emergencies. ALERTNOW has the capability to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by telephone. ALERTNOW allows the district to create special notification groups (e.g. Public Safety) in the event of a crisis or emergency.

**What you need to know about receiving calls sent through ALERTNOW**

- Caller ID will display the school's main number when a general announcement is delivered. (AES will display the GBS 588-6630 number, Pierce (BES) will display "restricted" from TDS. If school is cancelled the number 924-3336 will display.
- Caller ID will display 411 if the message is a dire emergency.
- ALERTNOW will leave a message on any identified answering machine or voicemail.
- If the ALERTNOW message stops playing, press any key 1-9 and the message will replay from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please notify us immediately.

**We will be launching a test call on Friday, February 12, 2010 at 5:00 p.m.** If you do not receive this call, please complete the form below and return it to your respective school office or email Carol Arnold at the SAU immediately at [carnold@conval.edu](mailto:carnold@conval.edu) with the information requested below so we can update our records. Note that your primary phone number will be called for standard and emergency calls; the emergency numbers will only be used in an emergency, and all will be dialed simultaneously. We sincerely appreciate your cooperation, and if you have any questions, please don't hesitate to contact us.

We are very excited to incorporate ALERTNOW as a tool to improve communication and look forward to having the ability to deliver real-time information to you and provide awareness of all the great events that take place within the school.

Regards,

Dr. Richard A. Bergeron  
Superintendent of Schools  
ConVal School District

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Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Primary Phone Number ( ) \_\_\_\_\_

Emergency phone 1 ( ) \_\_\_\_\_

Emergency phone 2 ( ) \_\_\_\_\_

Emergency phone 3 ( ) \_\_\_\_\_

Emergency phone 4 ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Kimberly Saunders  
Assistant  
Superintendent  
of Schools

Marian Alese  
Business  
Administrator

Linda Potter  
Director  
Special Education

Timothy W. Markley  
Director  
Human Resources

Cari Christian-  
Coates  
Assistant Director  
Special Education