

# St. John School

77 Murray Avenue  
Goshen, NY 10924  
(845) 294-6434 - Office  
(845) 294-7303 - Fax  
[www.saintjohngoshen.org](http://www.saintjohngoshen.org)

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Mr. Michael T. O’Kane, Principal

Dear Parents and Guardians:

St. John uses an immediate response notification system called **IRIS** (Immediate Response Identification System). We use this system during the school year to let you know about important issues at the school. For example, we will issue an alert when the school is closed due to inclement weather. We will use **IRIS** to let you know when a class is on a field trip and it is running late. When you receive a phone call from the **IRIS** system, a recorded voice will begin by saying, “*This is an IRIS alert.*” Immediately following the introduction, you will hear the content of the important message.

Each child in our school will have three phone numbers and two e-mail addresses associated with each of them. The phone number that the system dials is based on the urgency of our need to reach you. For example, a reminder of a parent/teacher conference may be sent to only one number, the family’s home number, **Phone 3**. This represents an important matter but not an urgent matter. Another example to use **IRIS** is when a field trip is running late. We will send a message that you will get immediately to the phone number that you designate **Phone 1**. Also we will need two e-mail addresses for both urgent and non-urgent notification. Both e-mail addresses will get all notifications that we send. However, you **do not need** a total of 5 contact numbers and e-mail addresses to be part of the system.

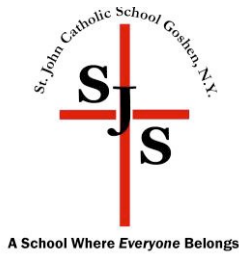
In order for the system to work efficiently, we need to know how you want to be contacted by the **IRIS** system. Please fill out the attached form and return it to the school. We will make sure that these are the numbers that are entered into the **IRIS** system and we will enter them in the order that you give us. If you find during the school year that your telephone numbers or e-mail addresses have changed, you must notify the school office promptly. **Please indicate if this is a change from the number you listed last year.**

The following is the information that we need to collect at this time:

- <sup>35</sup>/<sub>17</sub> **Phone 1** – The number that you want us to use when the matter is urgent and immediate. This number may be your cell phone number.
- <sup>35</sup>/<sub>17</sub> **Phone 2** – This is a backup number for cases when the need to contact you is not as urgent and immediate but is still important. This number may be a second cell number or a work number.
- <sup>35</sup>/<sub>17</sub> **Phone 3** – This number is for non-urgent communications with your household. This is your home number.
- <sup>35</sup>/<sub>17</sub> **E-mail 1** – This is your preferred e-mail address that you want use to use.
- <sup>35</sup>/<sub>17</sub> **E-mail 2** – This is a second e-mail address that we will use to reach someone else who you want us to notify.

Sincerely,

Michael O’Kane  
Principal



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## IRIS ALERT SYSTEM PARENT SURVEY

Child’s Name: \_\_\_\_\_

Grade: \_\_\_\_\_

<sup>35</sup>/<sub>17</sub> **Phone 1** – The number that you want us to use when the matter is urgent and immediate. This number may be your cell phone number.

<sup>35</sup>/<sub>17</sub> **Phone 2** – This is a backup number for cases when the need to contact you is not as urgent and immediate but is still important. This number may be a second cell number or a work number.

<sup>35</sup>/<sub>17</sub> **Phone 3** – This number is for non-urgent communications with your household. This is your home number.

<sup>35</sup>/<sub>17</sub> **E-mail 1** – This is your preferred e-mail address that you want use to use.

<sup>35</sup>/<sub>17</sub> **E-mail 2** – This is a second e-mail address that we will use to reach someone else who you want us to notify.

Please list the number(s) you want us to use. Please write legibly and include area codes.

Phone 1: (\_\_\_\_\_) \_\_\_\_\_

Phone 2: (\_\_\_\_\_) \_\_\_\_\_

Phone 3: (\_\_\_\_\_) \_\_\_\_\_

E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_