

OFFICE USE ONLY

Employee ID: _____ Name: _____

Employee Notification Option Form

Mason County Schools uses an automated calling system to notify guardians about many issues of note for their students, including:

- School closings, due to snow or other causes
- Emergency situations (early release, lock down, etc.)
- School announcements

We encourage employees to opt to receive those calls, but do not require it. Please be aware that calls may use time on a cell phone plan.

If you choose to opt out of receiving automated calls, you will not receive any of these notifications. You will be responsible for monitoring media outlets to determine the status of your workplace.

Please choose **ONE** of the following options:

_____ **I WISH TO RECEIVE AUTOMATED PHONE CALLS FROM MASON COUNTY SCHOOLS.**

_____ **I DO NOT WISH TO RECEIVE AUTOMATED PHONE CALLS FROM MASON COUNTY SCHOOLS. I UNDERSTAND THAT I WILL NOT GET ANY CALLS REGARDING CLOSINGS, EMERGENCIES, OR OTHER ANNOUNCEMENTS.**

Signature of Employee

Date

Printed Name of Employee

If you wish to provide a new phone number for our Notification System to call, it must be changed in your employee records. Please download and complete the Personnel Change Form at <http://boe.maso.k12.wv.us>, in the Finance Department area of the website, and send it to the Payroll Department. These forms may also be available in your school.