

PLEASE SUBMIT FORM **ONLY IF** INFORMATION HAS CHANGED AND NEEDS TO BE UPDATED!

ENTER **ONLY THE CHANGED** INFORMATION ALONG WITH YOUR NAME. PLEASE TO PRINT CLEARLY!!!

**ORCUTT UNION SCHOOL DISTRICT  
and ACADEMY CHARTER**

**EMERGENCY CONTACT INFORMATION**

Year: \_\_\_\_\_

|   |   |
|---|---|
| <b>Your Name:</b>   | <b>Worksite:</b>  |
| <b>Address:</b>   |   |
| <b>City/State/Zip:</b>  |   |
| <b>Primary Phone:</b>   | <input type="checkbox"/> <b>Listed</b> <input type="checkbox"/> <b>Unlisted</b> |
| <b>Secondary Phone(s):</b>  |   |
| <b>Personal Email Address:</b>  |   |
| <input type="checkbox"/> <b>Administrator</b> <input type="checkbox"/> <b>Regular Teacher</b> <input type="checkbox"/> <b>Hourly / Substitute Teacher</b> <input type="checkbox"/> <b>Coach</b> |   |

**RELATIVE OR FRIEND TO BE CALLED IN CASE OF EMERGENCY:**

|  |                    |
|--|--------------------|
| <b>Name:</b>                             | <b>Relation:</b>   |
| <b>Address:</b>                          |                    |
| <b>City/State/Zip:</b>                   |                    |
| <b>Home Phone:</b>                       | <b>Work Phone:</b> |
| <b>Other Phone: (cell and/or pager):</b> |                    |

**RETURN TO:    HUMAN RESOURCES DEPARTMENT**

**NOTE:            PLEASE CONTACT PAYROLL AND/OR HUMAN RESOURCES IF ANY OF THE ABOVE INFORMATION CHANGES DURING THE COMING SCHOOL YEAR.**