



École Élémentaire Sunshine Hills Elementary
11285 Bond Blvd
Delta, B.C. V4E 1N3
Tel: 604-594-8491 Fax 604-594-3815

Student Emergency Release

Select the **Profile** top tab drop-down and select **Basic Demographics** to view your child's demographic information. Click on the **green Emergency/Out of Province/Other Contacts** button (top right side of screen). In the event of an earthquake, school building fire or other serious occurrence resulting in school closure during the school day, and you are unable to collect your child(ren) from school, you authorize the release of your child(ren) into the custody of these temporary adult guardians (**list no more than 3**). These contacts must be added for each of your children. They can be the same for each child OR they can be different.

These names could be, but are not necessarily, the same as the Emergency Contacts on the Basic Screen.

The **Out-of-Province** contact name (**1 only**) and telephone number would be used if normal telephone service is disrupted, only long-distance calls to areas unaffected by the disaster are possible and it is necessary to leave a message regarding your child(ren's) condition or whereabouts. This person can be outside of Canada. If you do not have a contact out of province it is okay to leave this contact blank.

Once you have reviewed/revised the information for this child:

Select the **Home** top tab and then select "Emergency Release information up to date - **YES**"
