

PALMDALE SCHOOL DISTRICT
2020-2021 EMERGENCY/DIRECTORY INFORMATION CARD

Revision ▼

FULL NAME: Doe Last Jane First Middle Last 4 - SS# 1234

ADDRESS: 12345 Holly Court Apt. # City Lancaster Zip 93534

Primary Phone #: 661-123-4567 Secondary Phone #: xxx-xxx-xxxx DOB: 01/02/1900
☐ Listed or ☐ Unlisted

Mailing Address (if different than above) Apt. # City Zip

WHOM SHALL WE NOTIFY IN CASE OF EMERGENCY Daytime

Name: John Doe Relationship: Spouse Phone #: 661-123-4568

Address: 12345 Holly Court City: Lancaster Zip: 93534

Physician's Name: Kaiser Telephone #: xxx-xxx-xxxx

Address: City: Zip:

EMPLOYMENT INFORMATION

Position: Instructional Assistant Grade Level:

School/Site: Barrel Springs Immediate Supervisor: Jackie Hernandez

IN CASE OF SERIOUS ILLNESS OR AN ACCIDENT INVOLVING ME WHEN THE ABOVE INDIVIDUAL CANNOT BE CONTACTED, I HEREBY AUTHORIZE SCHOOL PERSONNEL TO OBLIGATE ME FOR THE SERVICES OF A LOCAL DOCTOR OR HOSPITAL.

Signature: Jane Doe Date: 12/02/2020

I HEREBY AUTHORIZE FOR MY NAME, ADDRESS, AND TELEPHONE NUMBER TO BE PROVIDED TO THE DULY ELECTED EMPLOYEE ORGANIZATION:

IMPORTANT: IF AT ANY TIME THERE IS A CHANGE IN THE ABOVE INFORMATION, COMPLETE A NEW EMERGENCY CARD AND TURN IN TO THE HUMAN RESOURCES OFFICE IMMEDIATELY.

PALMDALE SCHOOL DISTRICT
2020-2021 ETHNICITY/RACE CARD-CLASSIFIED

This is a two-part question: a. Ethnicity mark Yes or No
b. Race mark all that apply

Employee Ethnicity/Race:

- a. Is employee Hispanic or Latino? ☒ Yes ▼
- b. Please continue to answer the following by marking one or more boxes to indicate employee's race:
☐ I have selected at least one option below. ▼
- | | |
|--|---|
| <p><input checked="" type="checkbox"/> American Indian or Alaska Native
(origins in North, Central, or South America)</p> <p><input type="checkbox"/> Black or African American
(origins in any of the Black racial groups of Africa)</p> <p><input type="checkbox"/> White (origins in any original peoples of Europe, Middle East, North Africa)</p> <p>Native Hawaiian or Other Pacific Islander:</p> <p><input type="checkbox"/> Guamanian</p> <p><input type="checkbox"/> Hawaiian</p> <p><input type="checkbox"/> Samoan</p> <p><input type="checkbox"/> Tahitian</p> <p><input type="checkbox"/> Other Pacific Islander</p> | <p>Asian (origins in any of the original places of the Far East, Southeast Asia, or the Indian subcontinent)</p> <p><input type="checkbox"/> Asian Indian</p> <p><input type="checkbox"/> Cambodian</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Filipino</p> <p><input type="checkbox"/> Hmong</p> <p><input type="checkbox"/> Japanese</p> <p><input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Laotian</p> |
|--|---|

Submit form / Enviar formulario

Once you have completed all required fields, you will click on Submit form.

Please select next recipient below

Send to this recipient

Site

Select recipient...

Email

Cc

Email (include multiple by separating with commas)

Send a view-only link

Email Subject

Sign or Review: Form for {recipient} titled Emergency Card (On-Going)

Message

You have received a document for {recipient} from Jane Doe.
Please fill out your parts of the form and submit according to instructions on the online form and website.

☒ Allow replies to this email

Employee Ethnicity/Race:

Is employee Hispanic or Latino? Yes

After clicking Submit Form, you be directed to this page. From here, you will choose the site or department you are assigned to.

The screenshot shows a web-based email composition interface. On the left, a sidebar contains various links such as 'FULL NAME', 'ADDRESS', 'Primary P', 'List', 'Mailing A', 'WHOM I', 'Name', 'Address', 'Physician', 'Address', 'EMPLOY', 'Position', 'School/Sit', 'IN CASE', 'CONTACT', 'DOCTOR', 'Signature', 'I HEREB', 'ELECTE', 'IMPORT', and 'EMERG'. The main area is titled 'Please select next recipient below' and features a blue button labeled 'Send to this recipient'. Below this, there are input fields for 'Site' (with a dropdown menu showing 'Barrel Springs- Patricia Fehribach'), 'Email' (with the address 'pifehribach@palmdalesd.org'), and 'Cc' (with a placeholder 'Email (include multiple by separating with commas)'). A 'Send a view-only link' option is also present. The 'Email Subject' field contains the text 'Sign or Review: Form for {recipient} titled Emergency Card (On-Going)'. The 'Message' field contains a pre-written email body: 'You have received a document for {recipient} from Jane Doe. Please fill out your parts of the form and submit according to instructions on the online form and website.' At the bottom, there is a checkbox labeled 'Allow replies to this email' which is checked. An arrow points from the 'Send to this recipient' button to a text box below the form.

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I HEREB
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This is a tw

Employee Ethnicity/Race:
a. Is employee Hispanic or Latino? Yes

After selecting your assigned site or department, you will then click on Send to this recipient.

And your part is complete! 😊