

# School Reach Calling System

*Used to make weather and emergency calls!*

## Staff Sign-Up

Go to the corporation website at [rcs.rushville.k12.in.us](http://rcs.rushville.k12.in.us).



The screenshot shows the Rush County Schools website. The header includes the school logo, contact information (330 W 8th Street - Rushville, IN 46173 - Ph: 765-932-4186 Fax: 765-938-1608), and navigation tabs for Events, 2019-20 Cal., and 2020-21 Cal. A main navigation menu is visible with options: Home, Schools, Admin. & Board, Employment, Gifting, Transfers, Parents, and Faculty. The Faculty menu is expanded, showing options like Harmony 3 Access, TeacherEase Elementary Grades, Google Email, Teacher Contract, Staff Handbook, Employee Benefits, Doculivity, Teacher Retirement Fund, Staff Calling System, Technology Dept., and Pivot. A large banner for '2019-2020 REGISTRATION' is displayed, with text: 'Make plans now to register for the 2019-2020 school year. On-line registration is now open. Click on this link for Registration Dates and Times. Click on this link for Open House Dates and Times.'

Select For Teachers and Staff, then Staff Calling System.

**SchoolReach Calling System Staff Information Form**

If you would like to receive calls for emergency and important information, please enter your information below. Please complete a separate form for each building you work. Requests made by 3:00 PM Monday through Thursday will be uploaded in the system for the next morning. Requests made by 3:00 PM on Fridays will be uploaded in the system for the next Monday morning.

\* Required

**First Name \***

**Last Name \***

**Phone Number 1 \***  
Please use the format 123-456-7890 and include the area code.

**Phone Number 2**  
Please use the format 123-456-7890 and include the area code.

**Phone Number 3**  
Please use the format 123-456-7890 and include the area code.

**School/Location \***  
If you work in multiple locations, please fill out this form for each building.

Never submit passwords through Google Forms.

Fill out all information with at least one phone number.

Make sure to select the appropriate **School Location**.