

**SCHOOL DISTRICT OF THE CITY OF HARPER WOODS  
HARPER WOODS, MI 48225-1395**

**TO BE COMPLETED BY ALL EMPLOYEES**

**Directory/Emergency Information 2011-2012**

NAME OF EMPLOYEE \_\_\_\_\_

BUILDING \_\_\_\_\_ POSITION \_\_\_\_\_

GRADE OR SUBJECT TAUGHT \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_  
(Optional)

---

**IN CASE OF EMERGENCY**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

**If first choice is unavailable, please contact:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

**HIGHLIGHT INFORMATION YOU DO NOT WANT LISTED IN THE DIRECTORY**

*Any changes in the information listed above must be recorded immediately.*

PG