

REQUESTING A STUDENT PHONE NUMBER CHANGE GIVEN SOCIAL DISTANCING REQUIREMENTS

DURING THE CLOSURE OF SCHOOLS DUE TO THE COVID-19 EMERGENCY,
THE FOLLOWING PROCEDURES ARE IN EFFECT UNTIL FURTHER NOTICE.

Step 1

The parent or legal guardian
may **email**
studentrecords@hbgasd.us
to request a phone
number(s) change.

OR

Step 1

The parent or legal guardian
may **write a letter** to
Pupil Services,
Harrisburg School District,
1601 State Street,
Harrisburg, PA 17103
to request a phone number
change.

Step 2

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE EMAIL OR LETTER

- ⇒ Full Name of Each Student
- ⇒ Date of Birth of Each Student
- ⇒ Current School and Grade Level of Each Student
- ⇒ Name of Requesting Parent/Guardian
- ⇒ New Phone Number(s) with the Name of Each Associated Parent/Guardian and what type of phone (such as home, cell, work)
- ⇒ If needed, New Emergency Contact Information (Contact Name, Address, Phone)

Step 3

CHANGE COMPLETED NOTIFICATION

Pupil Services Staff or the School Office Staff will notify the parent/
guardian that the phone number change has been completed.