



**SANTIAGO
CANYON
COLLEGE**

Business & Career Education

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Inter-Office Memorandum

DATE: Fall 2020
TO: BCE Faculty
FROM: Elizabeth Arteaga, Interim Dean
Business & Career Education
SUBJECT: Emergency Contact Information

It is important that we be able to contact you; therefore, please provide your current personal information and initial below.

PLEASE PRINT YOUR INFORMATION, INITIAL, AND RETURN THE COMPLETED FORM TO U-83

First Name: _____ Last Name: _____
Address: _____
City: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Best Contact e-mail address: _____
Discipline: _____

Who would you like us to contact in case of an emergency?

Emergency Contact: _____ Relationship: _____

Telephone: _____ Cell phone: _____

_____ Initial for Semester: _____