Outlook

New Student Emergency Contact and Temporary Emergency Representative Options

From Shakerra Carter <scarter001@sdccd.edu>
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1 attachment (261 KB)
SDCCD_Temporary_Emergency_Representative_Form.pdf;

BCC: DL for CE

Dear Colleagues,

I'm pleased to share an important update that will help us better support our students and their families during emergency situations.

All SDCCD students now have the ability to designate emergency contacts in the event they are incapacitated or unavailable due to a health, safety, or law enforcement situation. This is an important step in ensuring that students have the opportunity to identify trusted individuals who can be contacted when needed.

Students can designate emergency contacts through either of the following methods:

- **Online:** Through their mySDCCD student portal in Campus Solutions. Students may refer to this step-by-step job aid for assistance.

  OR

- **By form:** By completing the SDCCD Voluntary Emergency Contact Authorization Form (2026) and submitting it to any CCE campus Student Services Office or the Office of Admissions, Records, and Veteran Services.

Students can also now provide Temporary FERPA Authorization.

- Students may do so by completing the attached SDCCD Temporary Emergency Representative Form (2026) and submitting it **in person** to any CCE campus Student Services Office or the Office of Admissions, Records, and Veteran Services.

How will completed forms be processed?

- Designated staff in the CCE campus Student Services Offices and the Office of Admissions, Records, and Veteran Services will update students' Emergency Contacts and Temporary Emergency Representatives in Campus Solutions.

Important Reminder: The Voluntary Emergency Contact Authorization Form may be submitted electronically or in person. However, the Temporary Emergency Representative Form **must be submitted in person.**

As we continue working to create a safe, welcoming, and supportive environment for our students, I appreciate your partnership in helping ensure they are aware of these important options.

Please share this information with your teams as appropriate so that we can help students navigate these processes when needed.

Thank you for all that you do to support our students and one another. If you have any questions, please don't hesitate to reach out.

Best,

Dr. Carter

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