



Navigators Alert Notification Opt-Out Process

Lee College utilizes an SMS (text) and email emergency alert notification system to protect the lives of all students, staff, and faculty. LEE COLLEGE STUDENTS AND EMPLOYEES are automatically enrolled to receive these alerts.

To **OPT OUT** of this system, you must read and acknowledge each section. You are strongly discouraged from opting out of this system as it is only used to provide emergency information that could save your life.

Please read it completely and type your name, the contact information you wish to remove, and LEE COLLEGE ID number. Completing this form indicates that you acknowledge the information is accurate and want to remove yourself from this life-safety service.

Email the completed form to NavigatorAlerts@lee.edu to **OPT OUT**.

Federal law (commonly called the Clery Act) requires Lee College to issue timely warnings to the entire LEE COLLEGE community whenever crimes specified in the Clery Act occur on or in an area surrounding the campus. The purpose of the warning is to aid in preventing similar crimes by alerting the community about the incident and providing information on precautions people can take to enhance their safety. The Navigator Alert emergency notification system will be used to issue these warnings. The Texas Education Code Section (TEC) 51.217 also requires Lee College to ensure all students and employees are automatically enrolled to receive emergency notifications by e-mail or telephone.

I acknowledge the above statement and attest to my desire to remove myself from the SMS (text) and email messaging system provided by LEE COLLEGE for life's safety.

First Name: _____

Last Name: _____

Lee College Student ID or Employee ID: _____

Lee College Email: _____

Cell Phone Number: _____

I CONFIRM I have chosen to OPT OUT of the Lee College Navigators emergency alert notification system. A record of this action will be maintained when I am enrolled or employed at Lee College. Note: This process must be completed annually.

Signature: _____ **Date:** _____

Note: You will receive an email confirming your request to be removed from the Navigator Alerts emergency notification system. The confirmation will be sent to your email address on file with LEE COLLEGE. You will not be removed from the system until this process is completed.