

SAMPLE CONTACT LIST INFORMATION FORM

September __, 2009

To: Parents of Class _____
Re: Class Directory

Hello Everyone! **(INTRODUCE YOURSELF, WHO YOUR CHILD IS)**. Below is a form to fill out for this year's class directory. Being published in this list is *absolutely voluntary*. In the past, parents have found the list to be very useful for organizing class activities, as well as emergency situations, sending out birthday party invitations, arranging play dates, etc. E-mail addresses are particularly valuable in keeping you informed of events relating to your child and class in a timely manner.

Please note, to ensure respect for families' privacy, I will not include any family's contact information unless this sheet is returned to me via e-mail or backpack.

Please return to your teacher or e-mail me, **(YOUR E-MAIL ADDRESS)** by September ____.
Please print really clearly!

CHILD'S NAME	FAMILY INFORMATION (mother/father/siblings, etc)	ADDRESS	PHONE #S (i.e. home, M or F work, M or F cell)	E-MAIL

CHECK (or **BOLD**) ALL THAT APPLY:

- You may share my e-mail addresses with the P.A. for P.A. mailings.
- Please provide this information to my class parent only.

Thanks so much!

YOUR NAME