

## Parent/Guardian Information and Contact Preference Form

Dear Parent or Guardian,

We believe that parent teacher communication is important for the success of your child. Please take a few minutes to provide us with the following information which will enable us to contact you by your preferred method and appropriate times:

Name:

Relationship to Student:

Preferred Method of Communication (Check one and include contact information)
Phone Call: [   ]
Email: [   ]
Note home with student: [   ]
Text: [   ]
Facebook: [   ]
Twitter: [   ]

What is the best time of day for us to contact you?

Morning: (8:00-11:00) [   ]    Afternoon: (12:00- 4:00) [   ]    Evening: (After 4:00) [   ]

Are there other family members who should also receive communication regarding your child?

Name:

Relationship to Student:

Preferred Method of Communication (Check one and include contact information)
Phone Call: [   ]
Email: [   ]
Note home with student: [   ]
Text: [   ]
Facebook: [   ]

Twitter: [   ]

What is the best time of day for us to contact this family member?

Morning: (8:00-11:00) [   ]    Afternoon: (12:00- 4:00) [   ]    Evening: (After 4:00) [   ]

Name:

Relationship to Student:

Preferred Method of Communication (Check one and include contact information)
Phone Call: [   ]
Email: [   ]
Note home with student: [   ]
Text: [   ]
Facebook: [   ]
Twitter: [   ]

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