

Student Parent Contact Information Sheet ***School Year 2018-2019***

Dear Parent/Guardian,

On the reverse side of this letter is a printout of the contact information we have in Schooltool for your child. This information is very important in order for us to maintain accurate records and communicate efficiently with you. Please take a few minutes to review this information and provide any updates necessary. There are some things on the form that may seem confusing, therefore, I have provided a list below to guide your review.

- ✓ Any changes you need to make can be done below the incorrect information where a duplicate line has been included. Cross out the incorrect information and input the correct information below.
- ✓ If you have not included an email address, please do so.
- ✓ You do not need to worry about “receives mailings”.
- ✓ If you do not have an alternate contact listed in the event a parent is not available, please add in any blank space. This person will also be considered an emergency contact. Include the following:
Name, relationship, home phone, cell phone
- ✓ The information at the bottom is not necessary to complete. There is an additional form in this mailing that asks you for information regarding Emergency School Closing procedures. You only need to send that form back to us if you are requesting your child do something different than the “usual” in the event of a school closing.
- ✓ We do not need your doctor’s name.
- ✓ If you have any questions, please contact the main office, 315-673-6200.

Please return this form to the main office ONLY if you made changes or additions. Forms should be returned by September 15, 2018.

For 5th and 6th grade, a great time to return the form would be at our Welcome Back info night on the 29th of August!