

Family/Caregiver Information and Preference Form

Dear _____,

I believe that communication is important for student success. Please take a few minutes to let me know about your schedule and contact preferences. I will not share this information with anyone unless you allow it.

May I share this information with another teacher? **Yes** ____ **No** ____

May I call you at home? **Yes** ____ **No** ____

If yes, what is the number? _____

Time when you are at home: _____

May I call you on your cell phone? **Yes** ____ **No** ____

If yes, what is the number? _____

May I call you at work? **Yes** ____ **No** ____

If yes, what is your workplace's name? _____

If yes, what is the phone number (and extension)? **Phone** _____ **ext.** _____

May I contact you by email? **Yes** ____ **No** ____

If yes, what is the email address? (Please print clearly.) _____

Work or home email? _____

How often do you check it? _____

About Contacting Me

At school, I am available during my planning period, which is from _____ to _____, and you can reach me at this number: _____.

During the school day, outside of that time block, I cannot come to the telephone because I am teaching or supervising students.

I am also available to speak with you in the following evenings: **M** ____ **T** ____ **W** ____ **TH** ____

Just leave a message for me and be sure to include a description of what you'd like to discuss so I can bring any necessary files home and be prepared to answer your questions.

Thanks!