

# Parent/Guardian Information and Preference Form

Dear Parent or Guardian,

I believe that parent-teacher and/or family teacher communication is important for student success. Please take a few minutes to let me know about your schedule, means of contact and 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?** \_\_\_\_\_

Time when you are at home: \_\_\_\_\_

➔ **May I call you on your cell phone?** \_\_\_\_\_

If yes, what's the number? \_\_\_\_\_

➔ **May I call you at work?** \_\_\_\_\_

If yes, what is the business's name? \_\_\_\_\_

If yes, what is the phone number (and extension)? \_\_\_\_\_

➔ **May I contact you by e-mail?** \_\_\_\_\_

If yes, what is the address? \_\_\_\_\_

\_\_\_\_\_

*Please print clearly.*

Work or home e-mail? \_\_\_\_\_ How often do you check it? \_\_\_\_\_

➔ **About contacting me:**

During school hours, I am available during my planning period, which is from \_\_\_\_\_ to \_\_\_\_\_, and you can reach me at this number: \_\_\_\_\_.

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 evenings. 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!