Parent/Guardian Information and Preference Form

Dear Parent or Guardian, I believe family-teacher communication is important for student success. Please take a few minutes to let me know about your schedule, modes 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

What language do you prefer to communicate in? ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May I call you at home? \_\_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_\_\_\_ no

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

May I call you on your cell phone? \_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_ no

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

May I call you at work? \_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_ no

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

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

May I contact you by e-mail? \_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_ no

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

How often do you check this e-mail address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which form of communication do you prefer most for **general**information?

*Text Phone call E-mail Letter home with student Letter mailed home*

Which form of communication do you prefer most for **critical** information?

*Text Phone call E-mail Letter home with student Letter mailed home*

What days of the week work best for parent-teacher meetings? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time of day works best for parent-teacher meetings? (circle all that apply):

*7-9 am 9-11 am 11am-1 pm 1 pm- 3pm 3 pm- 5 pm*

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!