



# DIRECTORY INFORMATION FORM

Today's Date: \_\_\_\_\_

**If you have access to the internet, please visit [www.poepto.org](http://www.poepto.org) for information on how to submit or update your information electronically, which will help us avoid making mistakes on your child's directory entry.**

The purpose of the directory is to give you the names and contact info for the other children in your child's class, as well as for sharing information regarding school activities, classroom events, and other school-related issues. *Each family will receive one free copy of the directory.* In order for us to make sure this is as accurate as possible, please print legibly. Include your child(ren's) nickname and/or preferred name as well as the name on school records.

Student #1 Name	Teacher/Grade:
Student #2 Name	Teacher/Grade:
Student #3 Name	Teacher/Grade:
Student #4 Name	Teacher/Grade:

We would like to receive a form from everyone. Please check the appropriate space below:

- YES, I want my information to appear in the school directory.** *Please complete the information below exactly as you want it to appear in the directory and return this form to the Front Office or your child's teacher.*
- NO, I DO NOT want my information to appear in the school directory.** *DO NOT complete the information below, but please at least fill out the top part of this form and return to the Front Office or your child's teacher.*
- Optional** - *Please provide my name and email address to the home room parent only to contact me for school related activities:* \_\_\_\_\_

Students' Primary Address Street	Apt #	City	Zip code
Students' Home Phone			

Name – Parent #1
Phone <i>(Please only include one preferred number per parent)</i>
Email Address

Name – Parent #2
Phone <i>(Please only include one preferred number per parent)</i>
Email Address

**If you would like your child's name listed in the directory as a Directory Sponsor, please attach \$15.00 per child (checks payable to "Poe PTO".) We appreciate your support!**

# of children \_\_\_\_\_ Amount enclosed \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

**RETURN DEADLINE IS FRIDAY SEPTEMBER 17<sup>TH</sup>.**

It is the policy of the Houston Independent School District and Poe Elementary not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.