

SAINT MARTIN DE PORRES SCHOOL

122 CEDAR VALLEY ROAD

POUGHKEEPSIE, NY 12603

August 1, 2017

Dear Parents,

I hope this finds you well and that you are all having a relaxing, fun, and safe summer. As we plan for the fall, I will need to collect some information from you for your child's/children's classroom(s). Attached you will find a form to complete with your contact information in order to make a class list for each classroom. This information is optional and will only be shared within each classroom for school purposes. If you prefer not to complete the form, please at least provide an email or phone number to be given to the room parents so that they can keep you informed of classroom events.

Please complete and sign the attached form and return it to school by **August 15, 2017**. The room parents will receive the class lists in the fall and share them within each classroom so that everyone can communicate easily regarding any class events such as parties, field trips, or other special events.

If you have any questions, please let me know. You can reach me by email at santoro.cathy@gmail.com.

I appreciate your help and look forward to a wonderful school year!

Sincerely,

Cathy Santoro

Room Parent Coordinator

Class List Information

(Please Print)

Family Name: _____

Parents: _____

Names and Grades of Children:

Name _____ Grade: _____

Name _____ Grade: _____

Name _____ Grade: _____

Name _____ Grade: _____

Name _____ Grade: _____

Home Phone: _____

Please Check Below:

- Listed
- Unlisted
- Unlisted, but please include on class list

Cell Phone: _____

Email: _____

Home Address: _____

Your signature provides permission for the information you have provided here to be compiled into a class list and given only to the families within your child's current grade.

Signature _____