

Oglethorpe Charter School

Parent Communication Preference Form

In order to better serve you and your child, the administrators, counselor, and teachers are asking for your first and second preference of communication. It will be your responsibility to notify the data-specialist and/or the receptionist if your communication preference(s) changes throughout the school year.

Please Print Your Child's Last Name: _____ First Name: _____

Please Print Your Last Name: _____ First Name: _____

Circle Grade Level: 6th 7th 8th Homeroom Teacher: _____

My 1st - Preference for contact by teacher or administrator – Please select only one choice from those listed below:

Choice: #1 #2 #3 #4 #5 #6 #7 #8 #9 #10

My 2nd – Preference for contact by teacher or administrator- Please select a different choice from those listed below:

Choice: #1 #2 #3 #4 #5 #6 #7 #8 #9 #10

Choice #1. Work Email Address: _____

Choice #2. Home Email Address: _____

Choice #3. Home Phone Number: _____ Do you have an answering machine? Yes or No

Choice #4. Cell Phone Number: _____ Best time to call: _____

Choice #5. Work Number: _____ Are you allowed to receive incoming calls? Yes or No

The best time for teacher or administrator to call you at work: _____

Choice #6. Mail Delivery Address: _____

Choice #7. Sibling Delivery: _____ Bus/Route #: _____

Choice #8. Emergency Contact Person: _____

His or her relationship to your child Phone Number

Choice #9. Student Delivery (student must sign for information through the receptionist).

Choice #10. Site Visit: _____ (By Appointment Only!)

Parent/Guardian Signature(s): _____ Date: _____

_____ Date: _____

IF YOU HAVE ANY QUESTIONS REGARDING THIS FORM PLEASE CONTACT THE RECEPTIONIST AT OGLETHORPE CHARTER SCHOOL. THE PHONE NUMBER IS 201-5075.