



# Contact Person/Directory Release Form

**Family Name** \_\_\_\_\_

**Contact Person:**

I designate my child \_\_\_\_\_ in grade \_\_\_\_\_ to be the contact person from St. Matthew School to our home. He/she will be responsible for bringing the family envelope home as well as any other written messages from the school office throughout the school year.

**I prefer to receive my weekly parent packet information from the school office via: (please circle one)**

**EMAIL**

**or**

**SCHOOL ENVELOPE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
Name

\_\_\_\_\_  
e-mail address

**School Directory:**

We will publish a school directory and will include all St. Matthew' School families with addresses, phone numbers, children's names and grades. These directories can only be checked out through the school office when parents need to be contacted regarding fundraising, classroom activities etc. They will not be given out to anyone else except the school staff. If you DO NOT wish to have your family included, you must notify the school office by **the first day of school.**

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_