



# Queen of Apostles Catholic School

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 Alexandria, Virginia 22312  
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 Website <http://www.queenofapostlesschool.org>

## Parental/Guardian Contact Information Form Electronic Student Reports and Emergency Notification System

**2009-2010 School Year**

Dear Parents/Guardians,

We will be using **email** to send you academic progress reports and report cards for your student(s). We will also be using an **automated emergency notification system**. In the event of a school emergency, you will be sent an email and you will be contacted by an automated telephone message. It is essential that we have up-to-date email and telephone information.

Please complete the information below and return this form to the school office on or before Back-To-School Night. The information must either be typed into the form and printed, or filled in by hand using LEGIBLE BLOCK PRINTING.

**(Please type or PRINT neatly being careful to note Case Specific Lettering)**

**(Please Check the box for the email and phone contact's you wish us to use for emergency notification.)**

**Student Name/Grade:**

Contact Person	Email Address	* Student Reports (Emailed) Check Box	Emergency Notices (Emailed) Check Box	Telephone Number	Emergency Notices (Phone) Check Box
Mother (Home)					
Mother (Work)					
Mother (Cell)					
Father (Home)					
Father (Work)					
Father (Cell)					
Sitter (Home)					
Sitter (Cell)					

**Please indicate any other person you wish us to notify in case of an **emergency**.**

**\*Student academic reports may only be sent to parents or guardians.**