



Queen of Apostles Catholic School

4409 Sano Street
 Alexandria, Virginia 22312
 Ph: 703 354-0714 Fax: 703 354-1820
 Website <http://www.queenofapostlesschool.org>

Parental/Guardian Contact Information Form Electronic Student Reports and Emergency Notification System 2010-2011 School Year

Dear Parents/Guardians,

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

Please complete this form ONLINE, print, and return this form to the school office on or before Back-To-School Night. If we can't read it, your information cannot be accurately entered into our system.

(Please type being careful to note Case Specific Lettering for email addresses)

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

Student 1 Name: _____ **Grade:** _____

Student 2 Name: _____ **Grade:** _____

Student 3 Name: _____ **Grade:** _____

Student 4 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.