

## INSTRUCTIONS FOR FAMILY INFORMATION SHEETS

The Family Contact Information Sheet is used to collect contact information from parents within the class at Back to School Night. The Room Parents will turn this information into a classroom roster and distribute it to the teacher and parents in the class so that they have a mechanism for contacting one another before the Oak Knoll Directory is published later in the fall.

- Please find the Family Contact Information Sheet online in the Room Parent Resources Center ([Oak Knoll Website](#)).

After Back to School Night, the Room Parents should create a group email list for the class using the information collected on these sheets.

Room Parents should also use the information to create the classroom roster. The roster should then be distributed to parents in the class via email with hard copies distributed to those parents without email addresses. (Hard copies can be put in student cubbies for them to take home or mailed directly.)

Be sure to note if any parents indicate on the form that they prefer for their information NOT to be shared with the class. In these cases, please provide the contact information to the teacher, but do not include it in the classroom roster.

In addition, a new column has been added to these sheets requesting information on food allergies in order to help ensure that the teacher and fellow classroom parents are aware of any food allergies in the class when providing refreshments for in-class events.