Print Form

PORTOLA CONTACT INFORMATION SHEET

This information will only be used by the school and not be shared with the WCCUSD Administration.
Please print clearly

Student's Name: _____ _____ _____
First Last MI

Student's grade this coming year: ☐ 6th ☐ 7th ☐ 8th

Person to be contacted by school staff to discuss student

Name: _____

Relationship to student: _____

Best phone numbers to reach this person

Weekdays (8:30am-4pm): (____)_____ OK to leave a message? ☐ Yes ☐ No

Weekday evenings (6-9pm): (____)_____ OK to leave a message? ☐ Yes ☐ No

Best phone number to leave a voice message during the day: (____)_____

Is it OK to send a text message? ☐ Yes ➔ Cell phone number: (____)_____ ☐ No

Best email address to reach this person: _____ ☐ No email

Can calls/messages be in English? ☐ Yes ☐ No ➔ Preferred language _____

Person to be contacted first by school staff in case of an emergency during school day (e.g., earthquake, accident, etc.): ☐ Check here if this is the same person and contact information as above

If a different person, provide information below:

Name: _____

Relationship to student: _____ Does this person speak English ☐ ☐

Best phone number to reach emergency contact:

Weekdays (8:30am-4pm): (____)_____ OK to leave a message? ☐ Yes ☐ No

Weekday evenings (6-9pm): (____)_____ OK to leave a message? ☐ Yes ☐ No

Best phone number to leave a voice message during the day: (____)_____

Is it OK to send a text message? ☐ Yes ➔ Cell phone number: (____)_____ ☐ No

Can calls/messages be in English? ☐ Yes ☐ No ➔ Preferred language _____

Emergency contact who lives more than 20 miles from school (in case of earthquake):

Name:_____ phone: (____)_____

Best <u>evening phone number</u> to receive taped messages from the school (usually at around 7:30 pm) about upcoming school events or things that parents should be aware of?

Phone number: {____)_____

Best <u>email address</u> to receive emails from school administration about upcoming school events or things that parents should be aware of?

☐ No email address Email address: _____

Can this email address be given to the PTSA to use for important communications? ☐ Yes ☐ No

Would you like to be added to the Portola PTSA e-tree? ☐ Yes ☐ No ☐ Already signed up for e-tree