

## ELA Parent/Guardian Contact Sheet

Throughout the year, I want to be able to communicate with you about your child's progress in my class at FSMS regarding both their academics and sometimes behaviors. My goal is to send frequent e-mails about class instructions and assignments, including projects and test dates, and other class updates. In order for me to succeed in this task, I need your current and correct contact information.

**Please e-mail the following information.** This is the best method for obtaining the correct email address. I will then add your e-mail address(s) to my mailing list and keep the phone numbers on file. If necessary, you may print the information below and send it back to school with your child.

[kent.sheffield@fortbend.k12.tx.us](mailto:kent.sheffield@fortbend.k12.tx.us)

Please Print:

Student's Name: \_\_\_\_\_ Class period \_\_\_\_\_

Your Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Additional Email Address: \_\_\_\_\_

Home Phone number: \_\_\_\_\_

Cell Phone Number (mother): \_\_\_\_\_

Cell Phone Number (father): \_\_\_\_\_

Work Phone Numbers: \_\_\_\_\_

Best time of day to reach you by phone: (circle) Morning Afternoon Evening