



2015-2016 Student Directory Opt-Out & Order Form

Return to Your Teacher by September 24th

Each year, parent volunteers compile a student and staff directory. The directory is intended to aid communication between Hiteon Elementary families and staff. Remember to keep your information updated with the school office so that communication can be effective. Basic information you have on file with the office will be included in the directory (parent/student name, class/grade, email, phone number and address). This information should not be used outside the Hiteon community.

There are two forms below. Return the forms to your child's teacher no later than **Thursday, September 24th**. Complete the Directory Opt-Out form if you **DO NOT** want to be listed in the directory***. Complete the Directory Order form if you want to purchase a paper copy for \$5.00 each. The electronic directory will be free and delivered to you by email from the Hiteon office.

If you are fine with being included in the directory and only want an electronic version of the directory, kindly recycle this form. Otherwise please return it to your teacher by **Sept. 24th** with either section 1 (OPT OUT) or section 2 (Order Form) filled out'

If you have any questions please contact Christy at crweaverplus3@gmail.com.

***NOTE: To be omitted from other school publications, a parent must submit a written request to the school office each year.

Sample Listing: **Lastname, John**4/Poppins
 Lastname, Jane2/Andrews
 Lastname, Mark..... 555-123-4567.....mark@email.com
 Newname, Julie..... 555-765-4321 Julie@email.com
 1000 Our St, Beaverton, OR 97008

Directory Opt-Out Form: Complete this portion if you DO NOT want to be listed in the directory.
If this section is not filled out and returned, then your student's information will be printed in the directory.

I choose to Opt-Out of the school directory. None of our family's contact information will be listed in the directory.

Student Name: _____ Teacher: _____ Grade: _____

Student Name: _____ Teacher: _____ Grade: _____

Student Name: _____ Teacher: _____ Grade: _____

_____ *✍* _____

Directory Order Form: Complete this portion to purchase a paper copy of the directory for \$5.00.
Include payment when ordering (exact cash or check payable to Hiteon PTC).

Student Name: _____ Teacher: _____ Grade: _____

Number of copies _____ x \$5.00 = total enclosed _____

PTC USE ONLY

Amount enclosed _____ check#/cash _____ date rec'd _____ rec'd by _____ verified by _____ Delivered _____