



Hiteon Elementary 2013-2014 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 as an aid in communication for Hiteon families and staff – it should not be used outside the Hiteon community.

Basic information you have on file with the office will be included (parent/student name, class/grade, email, phone number and address). If you would rather not have your information included, please check the Opt-Out box below and return it to your child's teacher no later than Tuesday, September 24. If you have any questions contact Lisa (2142lisa@gmail.com) or Lori (ljsquire@comcast.net).

The electronic directory will be free of charge and delivered to you by email from the Hiteon office in the fall. Paper copies are available for \$5.00 each. (order form below)

Sample Listing:

<i>Lastname</i>	<i>John</i>	<i>2</i>	<i>Poppins</i>
	<i>Jane</i>	<i>4</i>	<i>Andrews</i>
	<i>Mark Lastname</i>	<i>555-123-4567</i>	<i>mark@email.com</i>
	<i>Julie Newname</i>	<i>555-765-4321</i>	<i>Julie@email.com</i>
	<i>1000 Our St, Beaverton, 97008</i>		

Opt-Out Form:

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

Student Name: _____ Teacher: _____ Grade: _____

Student Name: _____ Teacher: _____ Grade: _____

Student Name: _____ Teacher: _____ Grade: _____

&

Order Form:

To order a paper copy of the directory, please complete the information below and return it to your teacher. Payment must be included 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 _____