**Audience**

This form is for the parents of middle and high school parents.

**Purpose**

In middle and high school, students have numerous teachers, counselors and administrators. By providing this information to parents at the beginning of the year, parents will have an easier time directly connecting with the correct school staff. The staff benefits because parents will know when and how to connect them.

**Best Practices**

* During the first week of school, teachers post their contact information on the board for students to transfer to their form. This could also be done during an open house, family night, or any other activity early in the year.
* Teachers/Administrators can send an introductory letter to parents at the beginning of the year that contains their contact information.