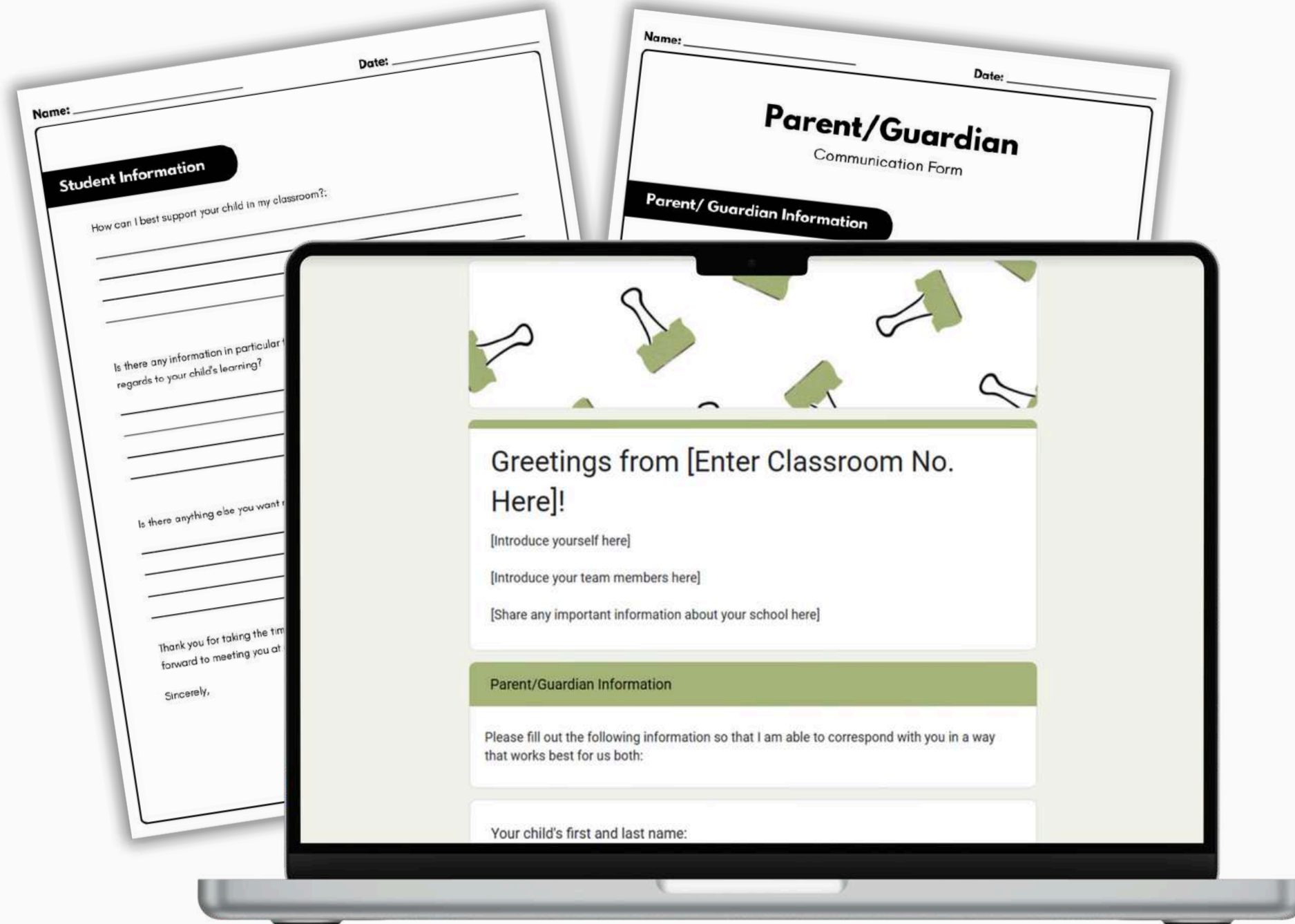


Parent Contact Information Sheet

This form will help establish communication with the parents and families of your new students



- **Establish strong parent-teacher relationships** by collecting key contact details and communication preferences at the start of the year
- **Set clear expectations** by sharing important classroom details like office hours, location, and co-teacher contact information
- **Customize the form** to include items like a syllabus or policies to help streamline your back-to-school routine

Establish a foundation for productive parent-teacher relationships

PURCHASE HERE

Included with this resource:

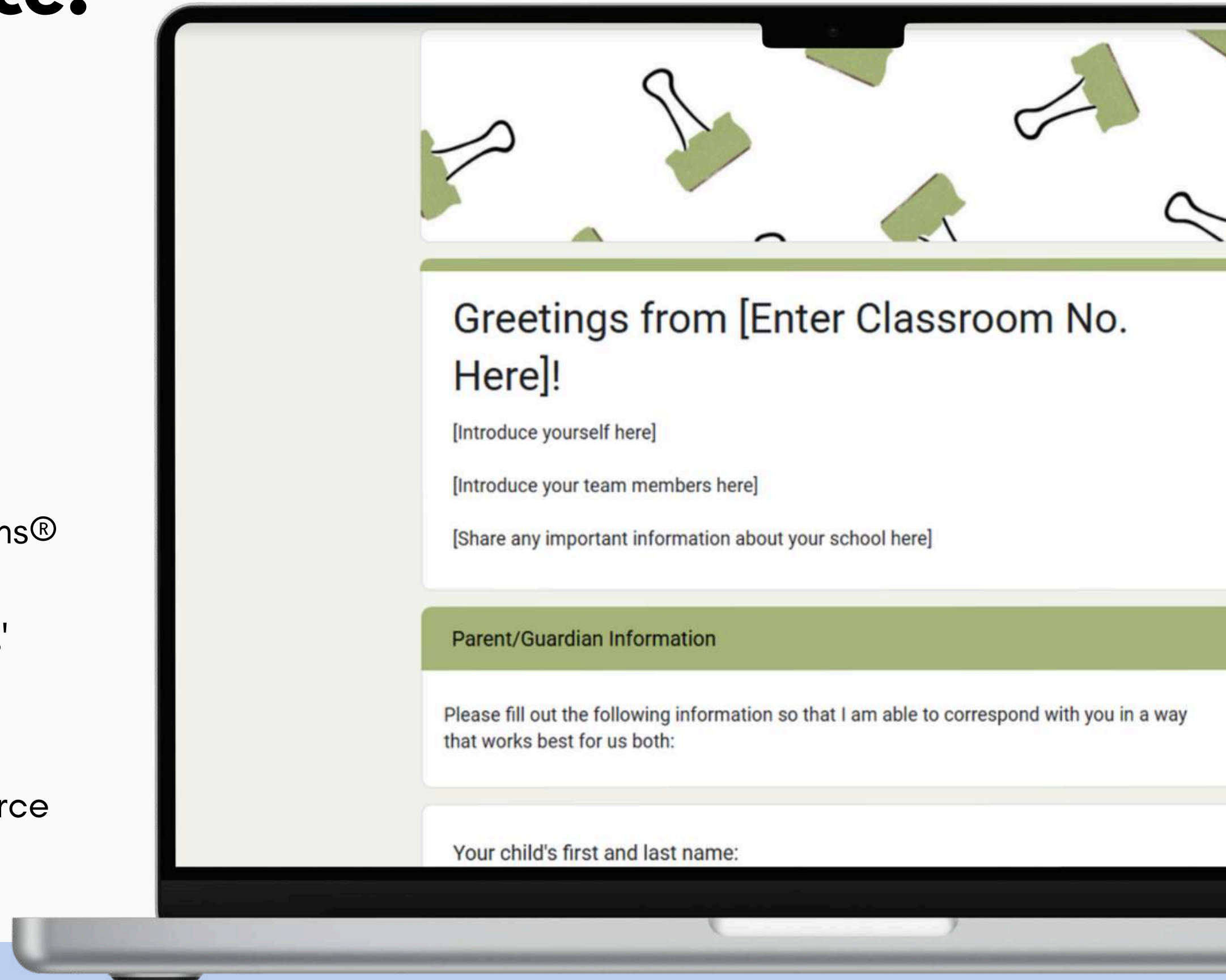


Editable & Ready-to-Print Parent/Guardian Contact Form

- Collect contact Information
- Share school information and classroom Policies
- Editable template formatted for Microsoft PowerPoint®
- Digital template formatted for Google Forms®
- Support classroom management
- Establish communication with your students' families



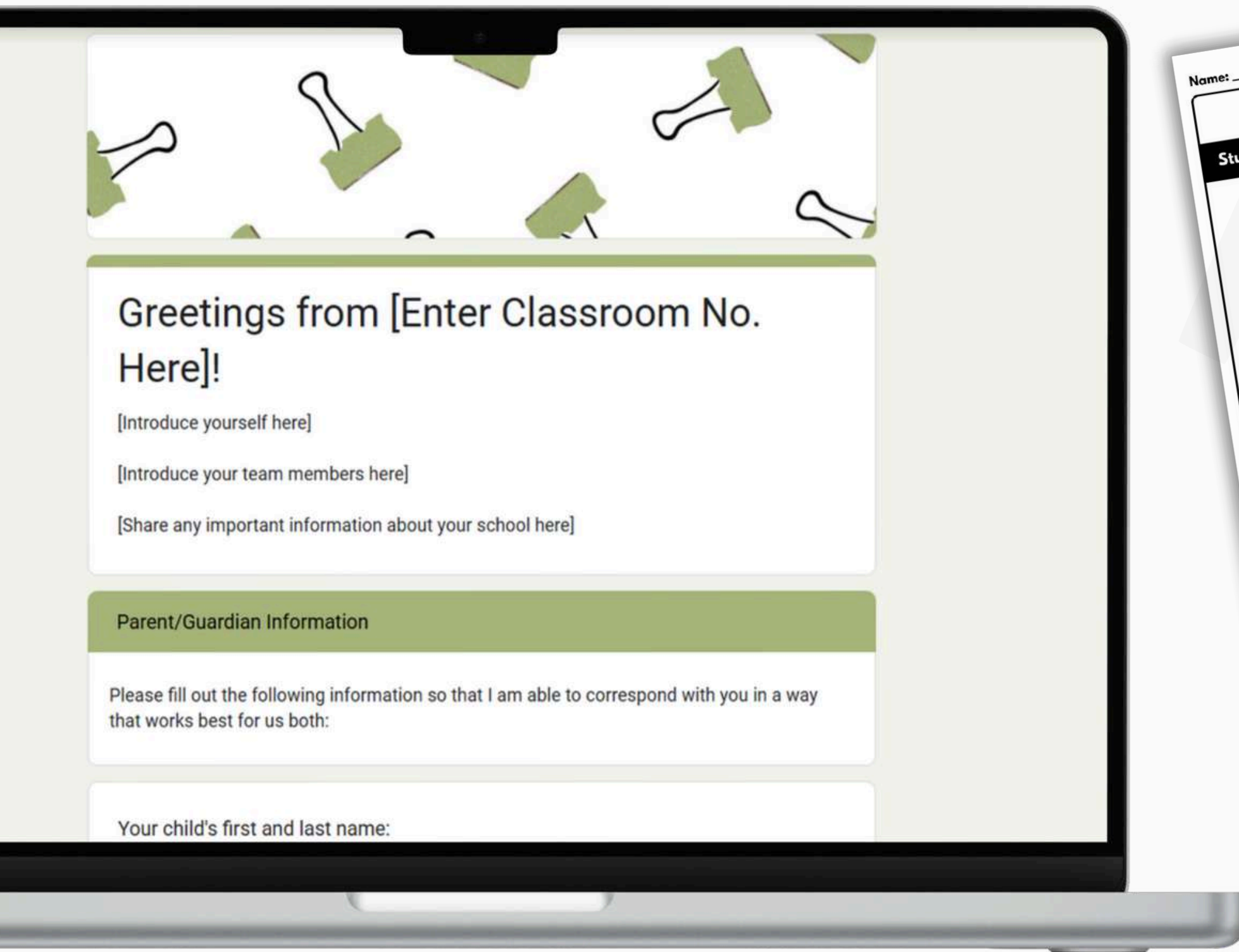
Teacher Instructions for how to use this resource



Includes Digital Version for Google Drive®!

Ready-to-Print Parent/Guardian Contact Form

Collect important information with the survey questions provided



Greetings from [Enter Classroom No. Here]!

[Introduce yourself here]

[Introduce your team members here]

[Share any important information about your school here]

Parent/Guardian Information

Please fill out the following information so that I am able to correspond with you in a way that works best for us both:

Your child's first and last name:

Name: _____ Date: _____

Student Information

How can I best support your child in my classroom?:

Is there any information in particular that you'd like me to contact you about with regards to your child's learning?

Is there anything else you want me to know?

Thank you for taking the time to help me get to know you and your child better. forward to meeting you at our first Parent-Teacher Conference.

Sincerely,

All Rights Reserved © MondaysMadeEasy.com

Name: _____ Date: _____

Parent/Guardian Communication Form

Parent/ Guardian Information

Your child's first and last name: _____

Your first and last name: _____

Daytime phone number: _____

Evening or alternate phone number: _____

Email address: _____

When is the best time to contact you?:

MORNING AFTERNOON EVENING WEEKENDS

Other: _____

Do you prefer a call or email?

CALL EMAIL

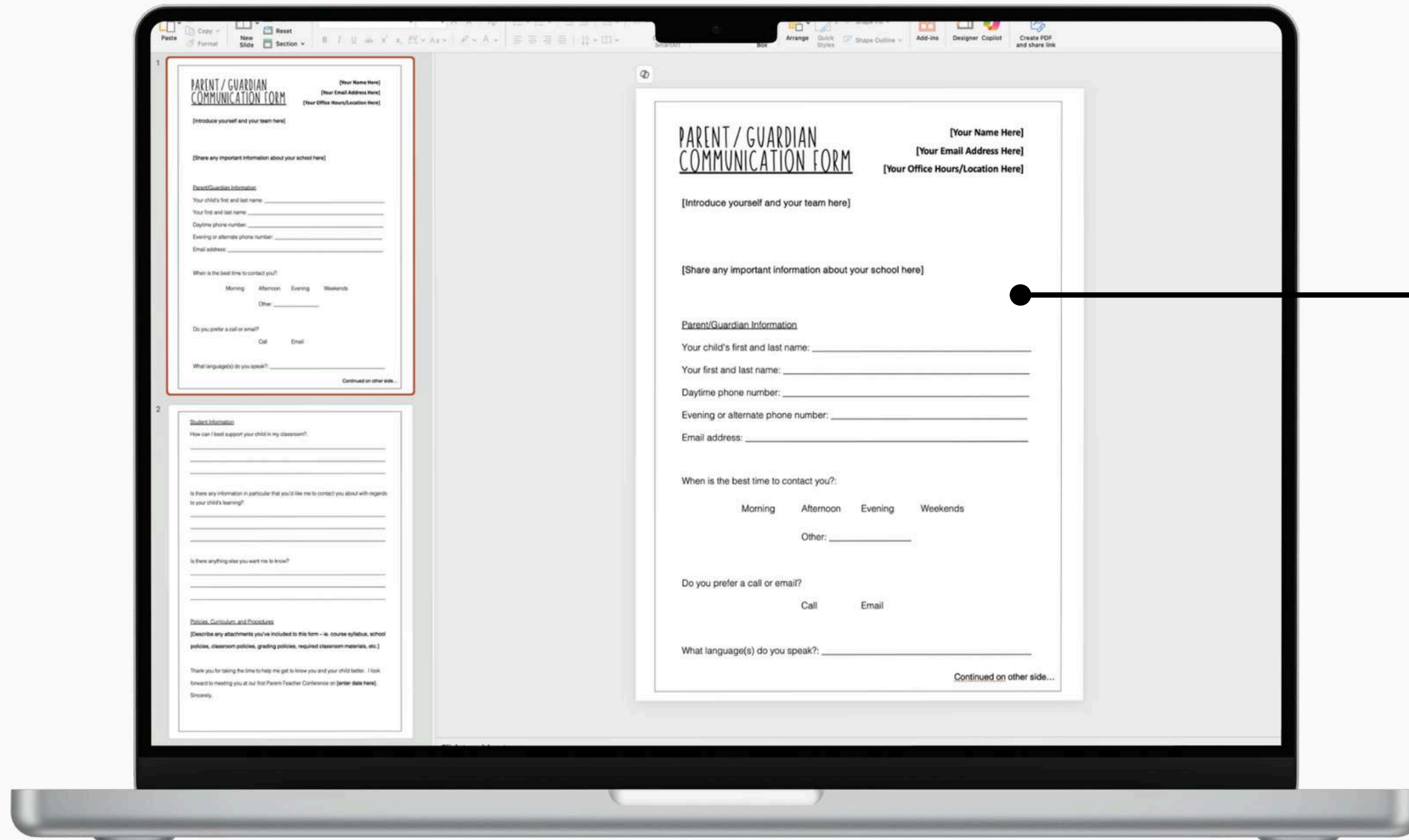
What language(s) do you speak?: _____

All Rights Reserved © MondaysMadeEasy.com

Continued on back page...

Includes Editable Survey for PowerPoint®

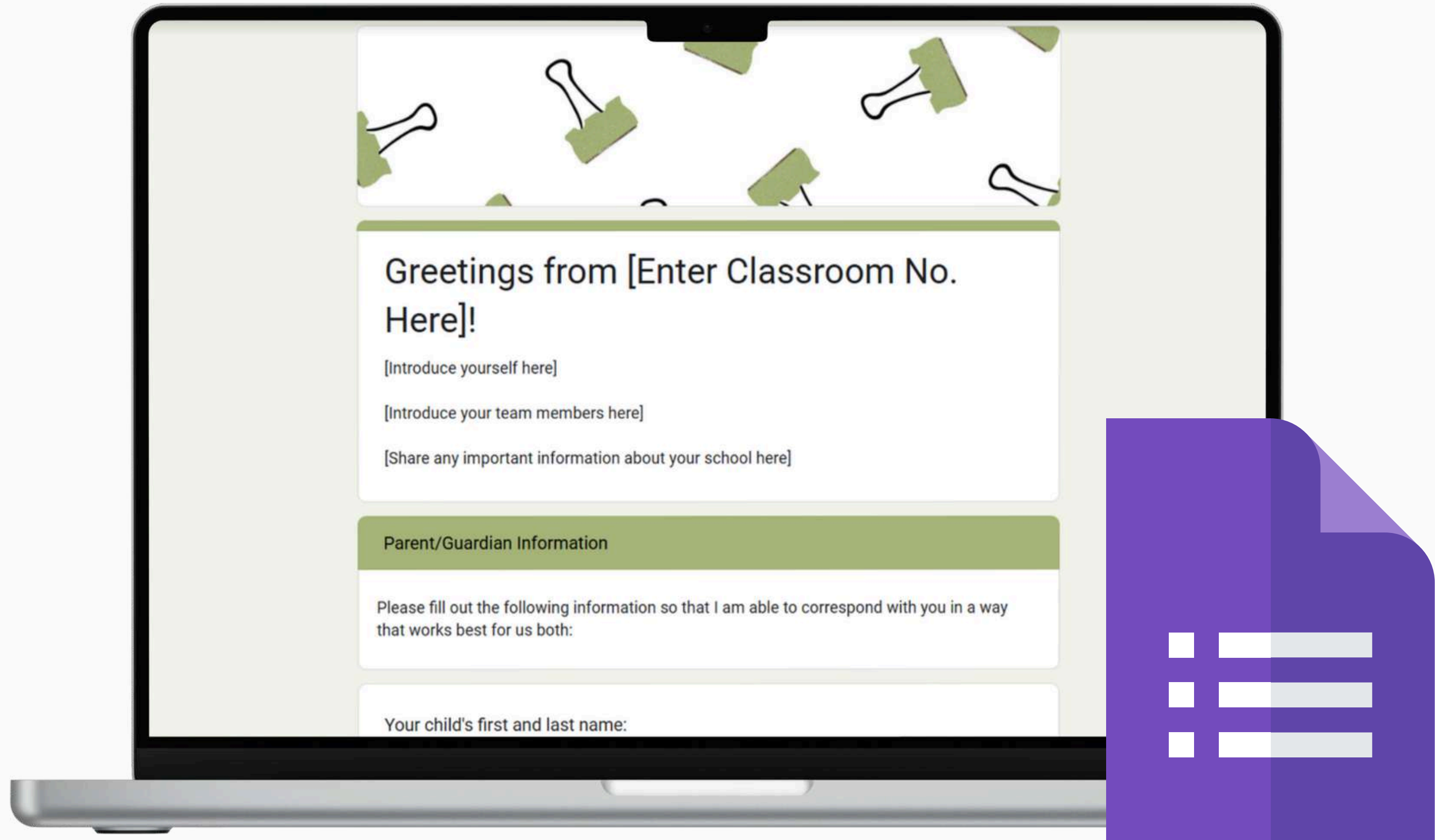
Customize this survey to meet your classroom needs



**Add to, edit, or
remove** the sample
questions provided

Digital Survey for Google Forms®

Use this digital form to organize parent contact information in Google Sheets®



The image shows a laptop screen with a digital survey form. The form has a header with a pattern of green paper clips. Below the header, there is a section titled "Greetings from [Enter Classroom No. Here]!" followed by three text input fields with placeholder text: "[Introduce yourself here]", "[Introduce your team members here]", and "[Share any important information about your school here]". Below these fields is a section titled "Parent/Guardian Information" in a green header. Under this section, there is a text input field with the placeholder text "Please fill out the following information so that I am able to correspond with you in a way that works best for us both:". At the bottom of the form, there is another text input field with the placeholder text "Your child's first and last name:". A purple Google Sheets icon is overlaid on the bottom right corner of the laptop screen.

Greetings from [Enter Classroom No. Here]!

[Introduce yourself here]

[Introduce your team members here]

[Share any important information about your school here]

Parent/Guardian Information

Please fill out the following information so that I am able to correspond with you in a way that works best for us both:

Your child's first and last name:

See what others are saying...

Here's what teachers like you are loving about this **Parent Contact Information Sheet!**

★★★★★ **Extremely Satisfied**

These are very thoughtful questions for parents of my summer school students

– Gwen C.

★★★★★ **Extremely Satisfied**

I'm using this with all of my high school classrooms and appreciate how thorough it is!

– Catherine A.

★★★★★ **Extremely Satisfied**

Thoughtful form to send home to parents during the first week of school. Thank you.

– Kate A.