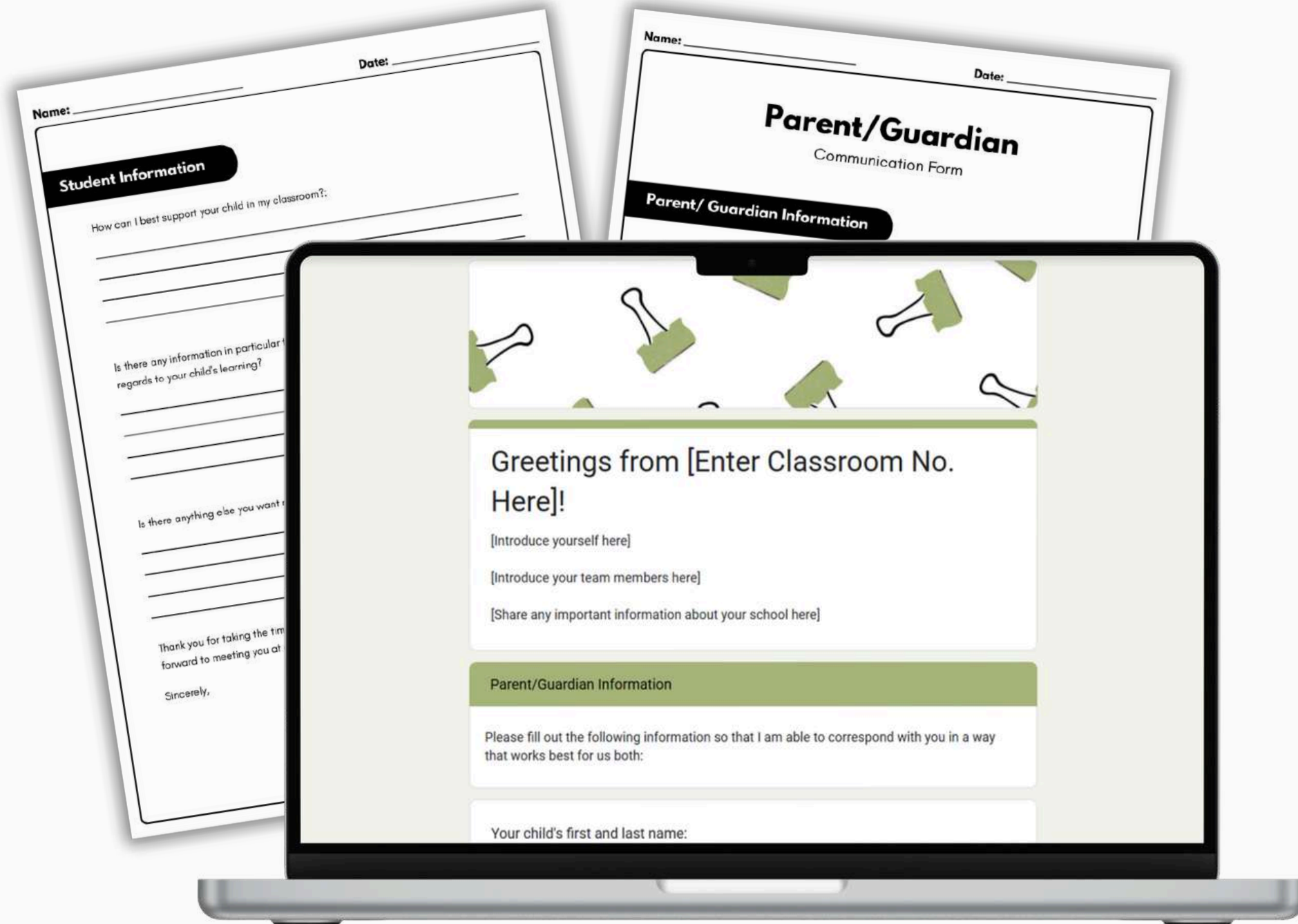


# Parent Contact Information Sheet

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**

# 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.

# Included with this resource:

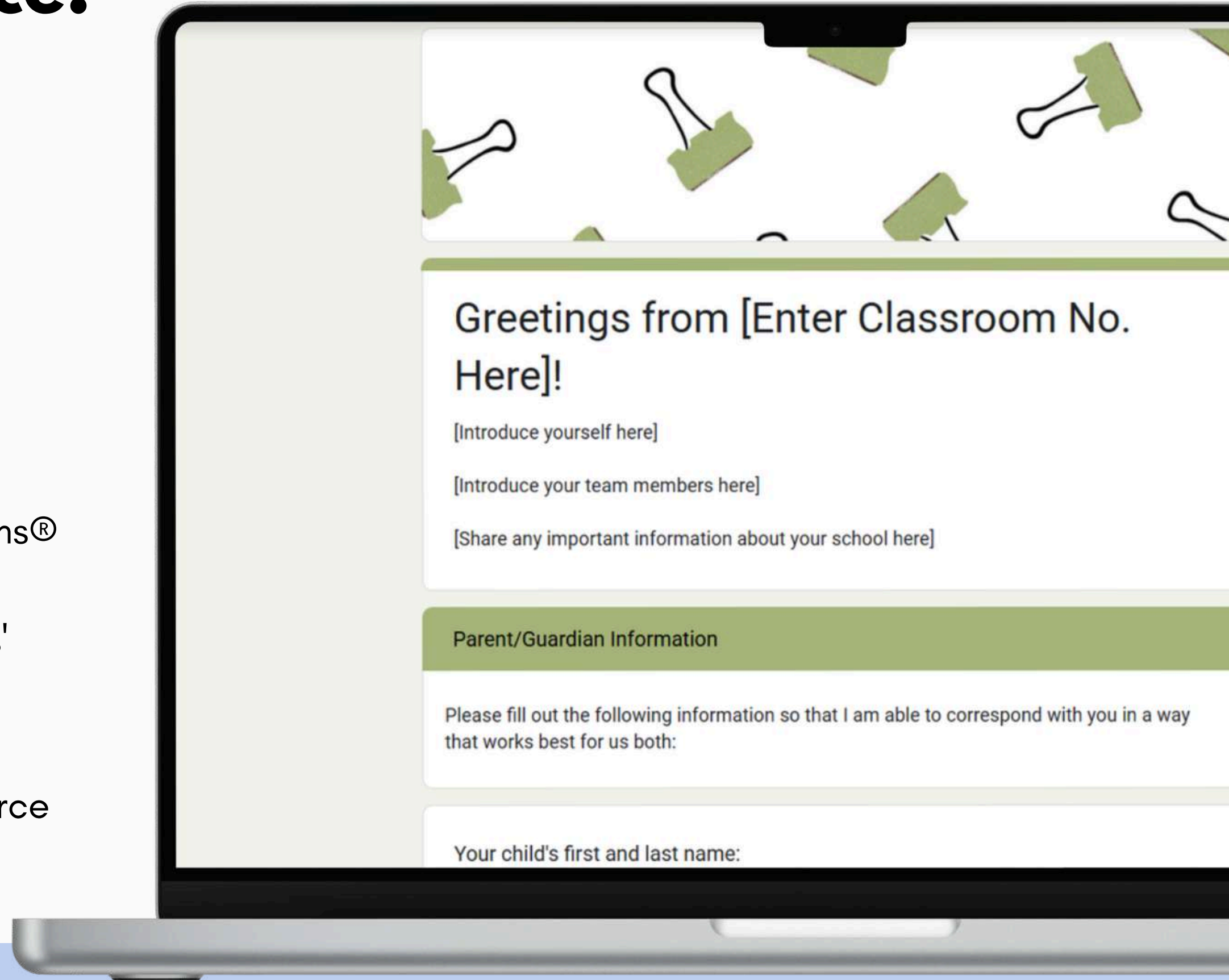


## **Editable & Ready-to-Print** Parent/Guardian Contact Form

- 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



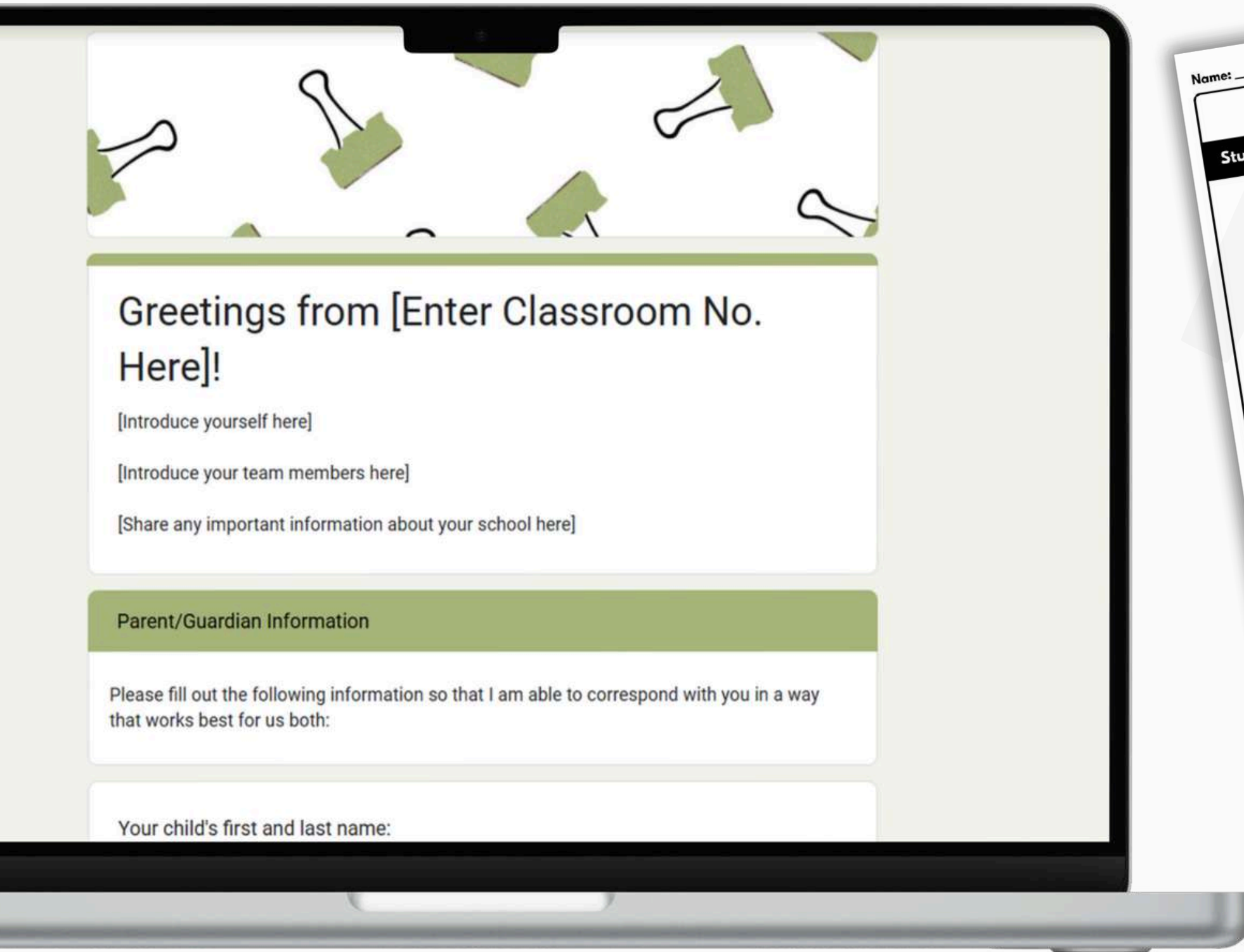
## **Teacher Instructions** for how to use this resource



**Includes Digital Version for Google Drive®!**

# Ready-to-Print Parent/Guardian Contact Form

Collect important information with the survey questions provided



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: \_\_\_\_\_

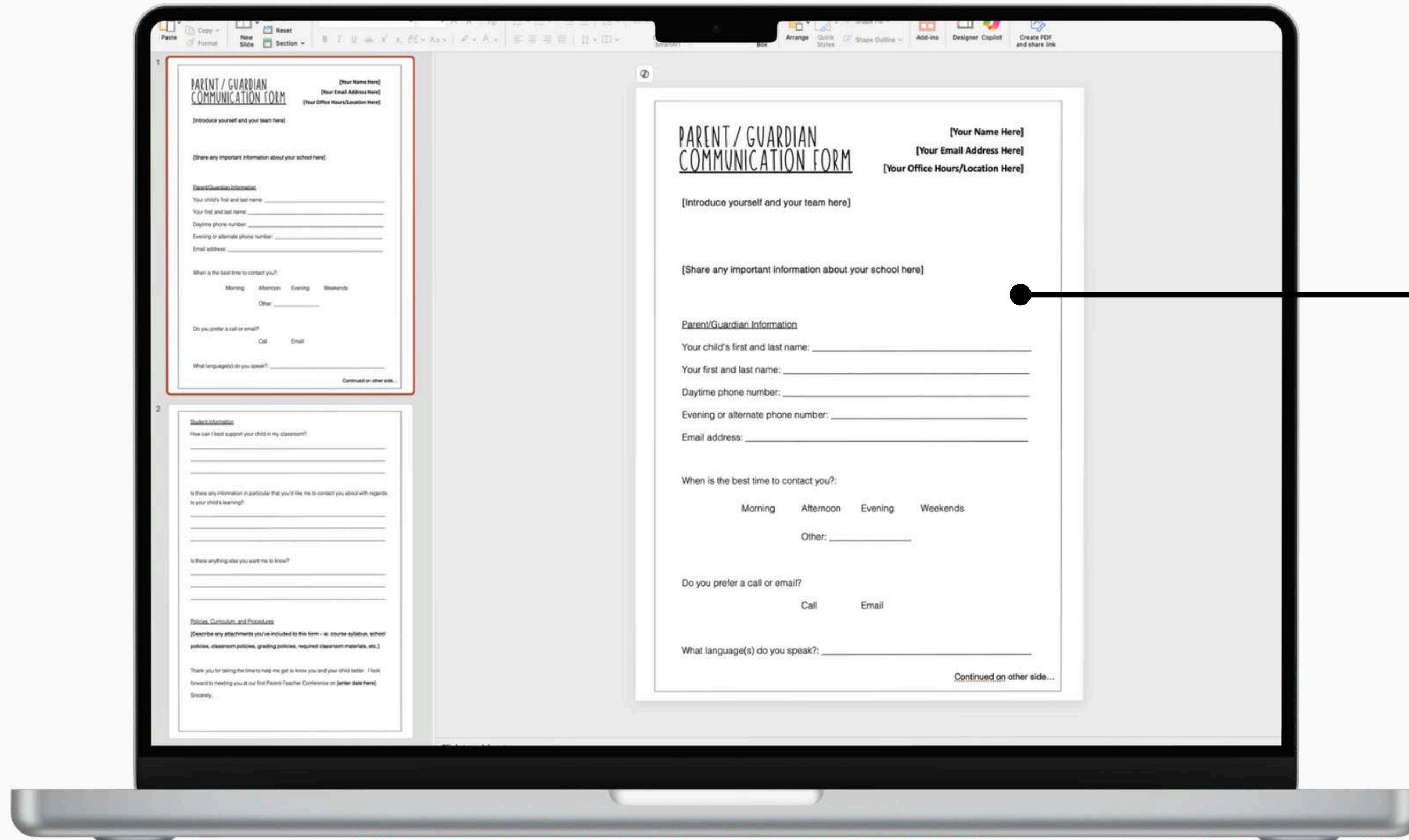
Do you prefer a call or email?  
**CALL**    **EMAIL**

What language(s) do you speak?: \_\_\_\_\_

All Rights Reserved © MondaysMadeEasy.com      **Continued on back page...**

# Includes Editable Survey for PowerPoint®

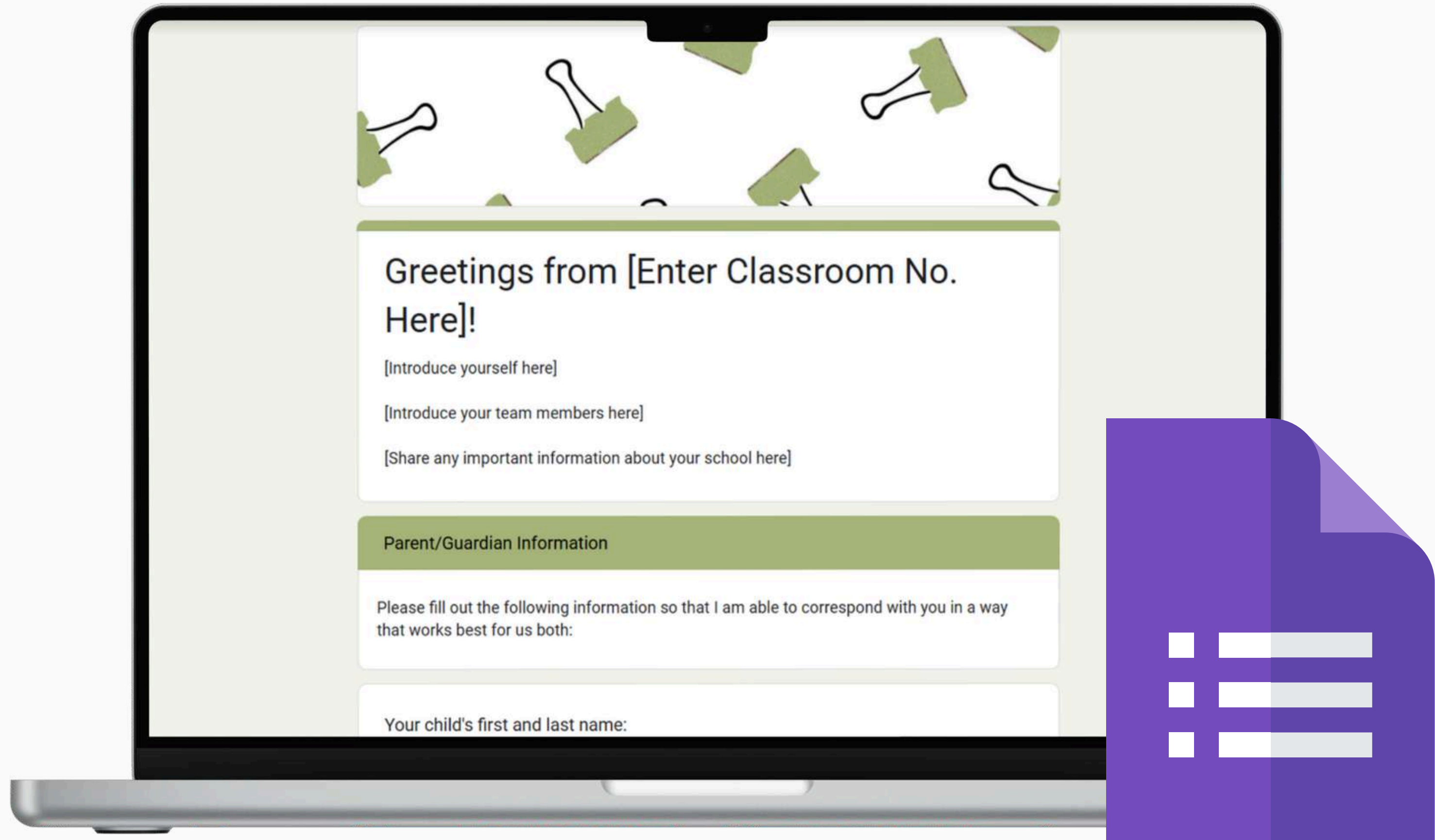
Customize this survey to meet your classroom needs



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

# Digital Survey for Google Forms<sup>®</sup>

Use this digital form to organize parent contact information in Google Sheets<sup>®</sup>



The image shows a laptop screen displaying a digital survey form. The form has a light green and white color scheme with a background pattern of binder rings and papers. The text on the form is as follows:

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:

Below the text, there are three rows of input fields, each consisting of a small square box followed by a larger rectangular box. To the right of the laptop screen, there is a purple document icon with a white grid pattern, representing a Google Sheet.