

**ST. FRANCIS DE SALES SCHOOL, SMITHS FALLS
RELEASE OF INFORMATION FORM**

During the course of the year, the school receives requests from individuals (e.g. other parents re: birthday party invitations) and groups (e.g. emergency phone committee, parish, School Council, etc.) for names, addresses and phone numbers of the families and / or students in our school. If your child is involved in sports, his/her picture may be sent to the newspaper etc.

In order to release this information, your permission is needed.

Please consider checking off all of the items in Section "A" unless you have a concern with providing this information.

**PLEASE CHECK OFF ITEMS IN A OR B TO INFORM US OF YOUR DECISION.
YOU MUST CHECK OFF ONE OR THE OTHER.**

A. I give permission to have my name/child's name, phone number or address given to the following: *(please check off each one you give consent for)*

Classroom Parent Rep - liaison between teacher and parents regarding classroom and school information

If the school had to close "early" due to an emergency situation we have developed a calling system to ensure that parents are informed their child would be coming home earlier than the usual time! Due to the large number of calls that would have to be made, a phone network volunteer would inform you or the person you have designated on your child's information sheet that your child would be arriving early.

School Council information and special events.

Parish staff (confirmation / first communion etc.)

Local newspapers (name and grade only re: sports, etc.)

School newsletters

Community organizations

Other parents for special events (birthday parties, graduation)

School/Board website

B. I DO NOT give permission to have our name, phone number nor Picture given out to the above.

Student's Name: _____ Gr. _____

Parent/Guardian Signature: _____