

**Holy Name School**

**2014-2015 School Year**

**Public Relations, Family Directory, Communication Media Form**

The completion of this form will update our files for the ***School Reach Telephone numbers, email addresses, public relations permission, and family directory.***

In our effort to continue to improve communications between parents and school, Holy Name School will continue to use School Reach which is a telephone (email) broadcast system that will enable school personnel to notify all households and parents by phone (email) within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcement or reminders.

We will continue to send our Tuesday letter and other informational flyers and sheets via email to those parents who would like to receive the information electronically. Other sheets that ask for a response will still be sent to all parents via the Tuesday envelope (field trip permission slips and the like), and will also be available on our website – [www.hnsfr.com](http://www.hnsfr.com) Please seriously consider receiving the Tuesday letter via email, it helps both the school and the environment.

***School Reach Information:***

Name of Student: \_\_\_\_\_ Grade \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Telephone Number for School Reach calls: \_\_\_\_\_

Email address – Please print: \_\_\_\_\_

***Public Relations:***

\_\_\_\_\_ My child's picture and/or work (no names) may be used in public relation materials – sent to the *Anchor, Herald News*, our website, open house flyers, brochures, and the like.

***Family Directory:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Child's Name and Grade: \_\_\_\_\_

**Returning Parents**

\_\_\_\_\_ Family Directory information is the same as last year – Child's grade increased by one.