(School)

**Share Information Permission Slip (SIPS)**

Each year the (School) P&C, needs to share information for such things as the School Directory and assigning Class/Year Level Coordinators for each grade. We need your permission for the school to share your child’s general information with the P&C and school community. We realise your information is private and confidential and will only be shared with those necessary on a need-to-know basis.

For your information, Class/Year Level Coordinators will receive a spreadsheet with the name of each student in your child’s class, parent’s name, phone number and email where they can be reached. This is so that the Class/Year Level Coordinators can make sure that all children are included in the classroom parties and that parents are included and contacted, in a timely manner, for anything else going on in each classroom.

Also, each family will receive a School Directory for reference throughout your child’s school year. The School Directory will include classroom rosters, student and parent names, addresses, phone numbers and email addresses.

Please sign the permission slip below and return it to (School) in an envelope marked “Share Information Permission Slip” Attn: School Office **as soon as possible**. Please indicate below if there is any information you do not want listed in the School Directory. **If signed SIPS is not received, only your child’s name will be included in the School Directory and given to the Class/Year Level Coordinators.**

**Once you return the signed SIPS, it will be kept on file for the remaining years of your child’s education at (School). Contact the school office if anything should change.**

Please contact (Person) at (email) if you have any questions or concerns.

**Share Information Permission Slip**

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| --- | --- |
| **Student’s Name(s)** | **Parent’s Signature** |
| 1st Child/grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2nd Child/grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3rd Child/grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

|  |  |
| --- | --- |
| **Parents names:** | **Phone Number:** |
| **Address:** | **Email:** |
|  |  |
| \_\_\_\_\_ Yes, Please share my information as necessary | \_\_\_\_\_ No, do not share my information |
| \_\_\_\_\_Do not print address in Directory | \_\_\_\_\_Do not print phone number in Directory |
| \_\_\_\_\_Do not print email in Directory | \_\_\_\_\_Do not print parent’s name(s) in Directory |