



Scattergood
FRIENDS SCHOOL

1951 Delta Avenue West Branch, IA 52358 – 319-643-7600 – mainoffice@scattergood.org

2011-2012 Legal Guardian and Parental Correspondence

Student's Name: _____

Legal Guardian:

Please list the legal guardian(s) name(s), contact information, and relationship to student. If there is more than one legal guardian or other adults that should be receiving official correspondences (like step parents) please list their information as well:

Legal Guardian Name: _____

Relationship to student: _____

Address: _____

Telephone: _____

Email: _____

Legal Guardian Name: _____

Relationship to student: _____

Address: _____

Telephone: _____

Email: _____

Other adult contact: _____

Relationship to student: _____

Address: _____

Telephone: _____

Email: _____

Please complete both sides of this form

Other adult contact: _____

Relationship to student: _____

Address: _____

Telephone: _____

Email: _____

Permissions

In the event that a student will require permission to go off campus, participate in an off-campus event, or any other circumstance which requires the permission of their legal guardian, who should be the primary contact for these permissions?

Is there a secondary contact for these permissions?

Communications

All communications from the school will be shared with the legal guardian(s). What communications should be shared with the non-legal guardian(s)?

- | | |
|---|--|
| <input type="checkbox"/> Medical Appointments | <input type="checkbox"/> Community Life Reports |
| <input type="checkbox"/> Grade Report | <input type="checkbox"/> Business Office/Billing |

Parent Directory

May we include your contact information in a Parent Directory? This allows parents to contact each other about sharing rides, etc. **Yes No**

Scattergood has four vacations throughout the year: A 1-week vacation at Thanksgiving (**November 19-27**), a 3-week vacation in the winter (**December 17-January 8**), a 1-week vacation in the spring (**March 3-11**). Students can leave after 4:00pm on the Friday at the beginning of break and must be gone by 12:00pm on the Saturday at the beginning of break. They may return between 2:00pm-6:00pm on the Sunday at the end of the break. There is a 2.5-month vacation in the summer (**beginning May 28 at noon**). It is important that you think ahead of time about what your child will do during these vacations.

Please complete both sides of this form