

SANTIAGO HILLS STUDENT/FAMILY DIRECTORY
2008 - 2009

Dear Parents:

Welcome to the new school year! It is time again for us to create our school directory. For those of you who are new to our school, this directory provides names, addresses, phone numbers and email addresses of classmates as well as valuable community information.

NEW TO SANTIAGO HILLS - Complete the attached information request so you can be included in the directory. Due to privacy laws, we must receive this completed request in order to include your family. If you do not wish to be included, simply don't complete the information request.

RETURNING SANTIAGO HILLS FAMILIES - If you were included in the directory last year, you will automatically be included this year. Your child(ren)'s grade and teacher will automatically be updated. If you have had NO CHANGE in your personal information (i.e. home address, phone number, or email) you don't need to do anything. If you have NEW information, please complete the attached information request. Please double check your email address as published in last year's directory! Email addresses are a valuable tool and will be used by room representatives and various other committees to communicate with families.

Each Santiago Hills family is provided one directory free of charge. This directory is provided for the sole personal use of the students, families and staff of SCHOOL NAME to enhance communication within our school community. Information contained in this directory may not be used for any type of solicitation or promotion, regardless of whether the use is for commercial, political, charitable or non-profit use. If you would like to purchase any additional directories for \$5 each, please indicate in the space provided below. Attach a check, made payable to *Santiago Hills PTA*. Indicate "directory" in the memo section.

Your help is needed to make the directory happen. Please help volunteer your time. Please indicate below if you would be available to proof data entry or help with directory distribution. If you have any questions or concerns, I can be reached at beatseng@gmail.com (preferred) or at (949) 451-5343. Thank you for your support.

Beatrice Tseng-Chen
Chairperson - School Directory
Santiago Hills PTA

YES, I WOULD LIKE TO PURCHASE _____ ADDITIONAL DIRECTORY(IES).
I AM ATTACHING A CHECK MADE PAYABLE TO SANTIAGO HILLS PTA.

NAME _____

Complete the following FOR VOLUNTEER POSITIONS:

_____ I can help verify information for accuracy.

_____ I can help with directory distribution.

Name: _____ Phone number: _____

Email address: _____