

Holland Hill Publications: August 2010

Every year, the Publications Committee prepares a PTA Handbook/Student Directory for each Holland Hill family. The handbook includes an alphabetical listing of all Holland Hill families (including names, addresses, phone numbers and email), along with homeroom listings for each class. General school information, staff assignments and PTA Executive Board members and committees are also listed. Inclusion in the directory is voluntary.

PLEASE NOTE: The way the directory information is being gathered has changed.

1st – 5th GRADE: If your information is the same as it appeared in the directory last year, **THERE IS NO NEED TO SEND BACK THIS FORM.** If your information has changed, or if you would like to add information, please fill out your child's name and **ONLY** the changed information.

KINDERGARTEN/NEW FAMILIES: Please fill out the form below.

5th GRADE: Your directory listing will travel with you to middle school. Please sign (Section 3) and return the form below indicating permission to share your information with the middle school.

If you elect not to have your student listed, please provide your child's name, complete Section 3 and submit the signed form. If this form is not completed and returned, only your student(s) name and class will be listed. Please note, this directory is distributed to and intended for Holland Hill families only.

While each student listing is free, for a \$25.00 fee you may advertise your business in the Directory. Please enclose a business card (or email a digital file to tracie@traciedesigns.net—subject line Directory Ad). Checks may be made payable to Holland Hill PTA.

In order to publish our directory as soon as possible, we ask that you please return the form below (if necessary) to school (via backpacks) in an envelope marked 'Student Directory' by Friday, September 10th. Any questions, please contact Tracie Haner Valentino – tracie@traciedesigns.net.

SECTION 1: Student Information (please print legibly)

Student's Name _____ Grade/Teacher_____

Student's Name _____ Grade/Teacher_____

Student's Name _____ Grade/Teacher_____

Information for Parent/Guardian - Residing with Student

Name(s) _____

Home Phone _____

Address _____

Email _____

Publish email? _____ Yes _____ No

Information for Parent Residing at Different Address (if applicable)

Name(s) _____

Home Phone _____

Address _____

Email _____

Publish email? _____ Yes _____ No

Continued on reverse side

SECTION 2: Additional Directories

One copy of the Student Directory is distributed to each family. If you require extra copies, please indicate the quantity here _____ and submit, with this form, a check made out to HH PTA for \$3.00 per additional directory.

SECTION 3: Publication

_____ Please publish ALL information provided above in Section 1 in the Student Directory.

_____ Please publish only my student's name and grade in the Student Directory.

_____ Please entirely omit my students name and personal information.

_____ I give my permission for my child's information to be used in the middle school directory (5th grade parents only)

Signed _____

SECTION 4: Advertising

_____ Yes, I would like to advertise my business in the Student Directory. Enclosed is a business card and a check made out to Holland Hill PTA for \$25.00 per listing.

_____ Please check If you are sending artwork via email.