

# Meeting Contact Worksheet

Dear Charter School Parent,

Hello! I will be your Education Specialist and would like to gather some basic information to help me best accommodate your schedule for our meetings and communications. I realize that everyone's schedules are subject to change, but this info will help me to begin planning my family meeting times. As we go along, I hope to have the best arrangements for all of us.

Do you prefer to be contacted by: email phone either (circle your 1<sup>st</sup> preference)

Email address(es): \_\_\_\_\_

Best phone number(s): \_\_\_\_\_ Best times to call: \_\_\_\_\_

Additional Contact info that I will find helpful:

\_\_\_\_\_

Do you prefer that we meet: At your home In a public location ES Choice (circle your 1<sup>st</sup> preference)

Would you mind meeting in a library, bookstore, or other public place? Yes No

Specific location in my community I prefer (if not at my home): \_\_\_\_\_

Are you generally available on weekends or evenings? \_\_\_\_\_ Can I contact you then? \_\_\_\_\_

Please indicate your preferred meeting times in order of preference by numbering from 1 to 5 in the space of your choice.

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
8-10						
10-12						
12-2						
2-4						
4-6						
6-8						

If you can only meet on a Sat/Sun, please circle the preferred day and indicate the time. These days are a "last resort" time slot, please!

I will be providing you with a **General Info Sheet** soon that will list all of the ways to contact the school and me. For now, please contact me at:

\_\_\_\_\_

I look forward to meeting with you!

Your Charter School ES