

## Recommended Programs: Covington School Directory

The Covington PTA publishes and distributes a student directory for the use of Covington families. All information comes from District records. The following information is typically included:

*Student Name, Grade and Classroom, Home Telephone Number, Home Address, Parents' Names, Parents' Email Address, Parents' Cell Numbers*

If you DO NOT wish to have the above information appear in the student directory, please fill out the following form: Request to Exclude Information by **September 11**.

**There is no need to use this form if you want all information included.** If you have any questions or concerns, please contact Kenna Fenton at [kenna@employees.org](mailto:kenna@employees.org) or 650 948-2986.

### Form: Request to Exclude Information

\_\_\_\_\_  
Family name

\_\_\_\_\_  
First name

Select any items you wish to have OMITTED from the directory.

- Omit Home Telephone Number
- Omit Home Address
- Omit Parents' Names
- Omit Mother/Contact 1's Email address
- Omit Father/Contact 2's Email address
- Omit Mother/Contact 1's Cell number
- Omit Father/Contact 2's Cell number

Student 1:

\_\_\_\_\_  
First and last name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room #

\_\_\_\_\_  
Teacher

Student 2:

\_\_\_\_\_  
First and last name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room #

\_\_\_\_\_  
Teacher

Student 3:

\_\_\_\_\_  
First and last name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room #

\_\_\_\_\_  
Teacher

Student 4:

\_\_\_\_\_  
First and last name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room #

\_\_\_\_\_  
Teacher