



Jacob Wismer Elementary

STUDENT DIRECTORY 2019-2020 ORDER FORM

Student's Information (please list the student you want to receive the directory)

Last Name First Name Grade Teacher's Name

Parent Members: _____
Parent 1 – Last Name First Name

Parent 2 – Last Name First Name

PAYMENT INFORMATION

ONE STUDENT DIRECTORY: \$6.00 each

ADDITIONAL STUDENT DIRECTORY: \$5.00 each

Please make checks payable to **Jacob Wismer PTO** and include with form. Please submit the forms at the Jacob Wismer front office.

Order forms are due no later than Friday, October 25, 2018

We are in dire need for a parent volunteer to put the student directory together and get them printed. Please contact Pooja @ volcoord@jacobwismerpto.org if you are able to sign up for this project. Thanks much!

2019-2020 Jacob Wismer Student Directory FAQ

Frequently Asked Questions about the directory

- ❖ **When will the directory be ready?** Our goal is to send directories home with students before the Thanksgiving break. The proof is updated with changes and then the final copy is prepared and sent to print.
- ❖ **Where does the student information come from?** The information comes from the district student enrollment verification forms turned in at the beginning of the school year (filled online or hard copies submitted to the school office). Once the office staff validates and updates the information for each child in the school database, a file is created with only the information that appears in the directory.
- ❖ **What is I don't want my phone number or address listed?** Please contact the front office staff with this request. This request needs to be made in writing.
- ❖ **Who uses the directory?** Parents use the directory to contact classmates for group assignments or playdates. Since party invitations are not allowed to be distributed at school, the directory is a great way to get contact information for your child's friends. The PTO uses the directory on a regular basis to contact parents about events.
- ❖ **What if I want to buy a directory after pre-orders are closed?** We always print extra copies of the student directory. You can buy a copy in the front office for \$7.00 which is slightly more than the pre-order amount.
- ❖ **What is the Parent Cross Reference list for?** This list helps the office staff and the PTO to locate contact information for a parent or guardian whose last name does not match the last name of the student.

For more information, please contact Mamta @ volcoord@jacobwismerpto.org