

**Friday, November 18, 2016**

**RE: REQUEST FOR CONTACT DETAILS FOR PARENT REPRESENTATIVES**

Assalamo Alaiykum Dear Respected Parents/Caregivers,

As part of our endeavor to promote communication and to assist new families joining our school community, we have a Parent Representative assigned to each class group. In order to develop the lines of communication between teachers and parents/caregivers/guardians, the Parent Representatives would like to obtain the contact details for each family in their class group.

Due to PIPA Agreement, Calgary Islamic School (CIS) is not permitted to provide family details unless approval is given by the family in question. To assist the Parent Representatives in each class to communicate with you, please complete the details below and return the form to your class teacher or email this **fillable pdf form** to the Parent Representative Coordinator, Anjum Dawood at "anjdwd@yahoo.ca" as soon as possible.

**\*Only provide details that you are willing to provide to the Parent Representative for your class group.**

I would like to stress that CIS respects the privacy of all families within the school community. We are aware that several families may prefer not to have their contact details given to the Parent Representative. These families may wish to contact their Parent Representative personally and make other arrangements so that they can be advised of class news or upcoming events etc.

Yours Sincerely,

Raiha Idrees  
CIS-OBK Principal

- ☐ I would prefer to contact the Parent Representative for my class group personally.
- ☐ I am happy to provide the following contact details to the Parent Representative of my class group.

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent/Caregiver's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_