

2013-14 MPHS Student Directory

Student Information Change Form

Students' first and last names, addresses and phone numbers that are listed in the MPHS Student Directory are obtained from **CMS records downtown**. This information will be included in the directory as we receive it from CMS **unless** the form below is filled out and returned to the student's homeroom teacher. Use this form to request that some (or all) of your student's information be omitted or changed. Requesting changes using this form **DOES NOT** change any CMS records. -- this is for MPHS Student Directory use only.

To remove or change your student's information in the Student Directory, return this form to your student's homeroom teacher by Friday, Sept. 6, 2013.

*****IF THERE ARE NO CHANGES TO STUDENT INFORMATION,
DO NOT RETURN THIS FORM*****

-----COMPLETE THIS INFORMATION FIRST-----

1) **Important:** To allow us to identify the student whose information is to be deleted or changed, you must print the following information as recorded with **CMS records downtown**. Myers Park often has students with the same first and last names. **PLEASE WRITE NEATLY.**

Last Name _____ First Name _____ Grade _____

Address _____ Phone _____

-----NEXT CHECK EACH OF THE FOLLOWING OPTIONS AND PRINT THE CHANGES AS THEY SHOULD APPEAR IN THE DIRECTORY. PLEASE WRITE NEATLY-----

2) **REMOVE** this student from the directory. Do not include ANY information about this student.

3) **CHANGE** the following, but **include** this student in the directory. Check what applies and indicate the appropriate changes:

This student does not go by his/her legal name, or has a nickname to be listed instead.
Please **CHANGE first NAME** to: _____

Do not include this student's phone number.
 Please **CHANGE student's PHONE NUMBER** to: _____

Do not include this student's address.
 Please **CHANGE student's ADDRESS** to: _____

The Student Directory listing contains names, addresses, phone numbers and grade, as well as other useful information such as the PTSO and Mustang Club board members, MP office staff, the bell schedule, A Day/B Day schedule, and more! **Directories will be available to purchase by the PTSO Open House on September 17th.**

*****TEACHERS: TURN IN TO MAIN OFFICE AT THE END OF EACH SCHOOL DAY*****