

William A. Kresse, Ph.D. PRINCIPAL

Tandy J. Hamilton ASSISTANT PRINCIPAL

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Dear Parent/Guardian:

We are including a one-page “**Student Demographic Verification Form**” from our student information system, Infinite Campus. It provides a summary of the basic contact information that we have for your family at this time. The quality of your family contact information helps the school and our teachers to provide the highest level of communication with you and support your child’s learning experience.

We ask all families:

- Neatly indicate any changes or additions to the contact information listed (\*household address and guardianship **cannot** be updated in this manner)
- Sign and date the bottom of the Verification Form.
- Return this form to your child’s homeroom teacher or the main office during the first week of school.

Please take the time to review this sheet for accuracy and completeness in the following areas:

- Student Race/Ethnicity Information – surprisingly, we have had a few families report this information as incorrect!
- Primary Household Information
  - o Household address\*: If there are changes of address, by law, you must provide supporting documentation to our school clerical staff so that we can update our records. All students attending City Honors must reside in the City of Buffalo. This is a matter that the Buffalo Public Schools and our school administrators take very seriously. Families found to be violating the district residency requirement will be directed to register their child in the school district matching their home, and may be pursued for illegal use of district resources.
  - o Parents/guardians\*: Be sure all parents and guardians who live in the primary household are listed.
  - o Telephone numbers: Correct telephone numbers help us to reach you in emergencies and allow us to contact you for important school announcements.
  - o Email Address(es): We strongly encourage all parents to submit an up-to-date email address(es) as the school uses email often to share information with families. We also use your email to communicate directly with you regarding the well-being of your child in the school setting. *Please do not share your child’s email address as your own, because the school uses these addresses with the assumption that only parents/guardians will have access to the communication.*

Non-Household Relationships: Secondary household contacts and emergency contacts should be provided and kept current.

\* Please reach out to school clerical staff ([bprophet@buffaloschools.org](mailto:bprophet@buffaloschools.org) or [mrodriguez@buffaloschools.org](mailto:mrodriguez@buffaloschools.org)) for household address changes as well as guardianship updates.