



City Honors School

AT FOSDICK-MASTEN PARK

William A. Kresse, Ph.D. PRINCIPAL Tandy J. Hamilton ASSISTANT PRINCIPAL Angela R. Hannah ASSISTANT PRINCIPAL Carla L. McDow ASSISTANT PRINCIPAL

August 2019

Dear Parent/Guardian:

We are attaching 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 that all families:

- Neatly indicate any changes or additions to the contact information listed.
- 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 number of families report that this information was incorrect!
- Primary Household Information
 - Household address: If there are changes of address, by law we must ask that you bring supporting documentation to one of our school clerical staff during school hours so that we can update our records. A reminder that all students attending City Honors must reside in the City of Buffalo. This is an issue the Buffalo Public Schools and our building administration take very seriously. Families found to be violating district residency requirements will be asked to leave the school and may be pursued for illegal use of district resources.
 - Parents/guardians: be sure all parents and guardians living in the primary household are listed.
 - Telephone numbers: correct telephone numbers help us to reach you in emergencies and contact you for important school announcements.
 - Email Address(es): We strongly encourage all parents to submit an up-to-date email address(es) as the school uses these on an increasing basis to disseminate information. Teachers and administrators also use these email addresses to communicate with parents regarding the progress of students. **Feel free to submit more than one parent email address.** *Please do not submit the email address of your child as the school uses these addresses with the assumption that only parents will have access to the communications.*

Non-Household Relationships: Secondary household contacts and emergency contacts should be provided and kept current. Please indicate whether you would like these individuals to receive our regular email and automated phone call updates. This system only allows for one custodial parent to be listed as the primary household in situations with more than one residence for the child. Our clerical staff can work with you to ensure that both parents/guardians receive communications.