

2004-2005 Bannockburn PTA Student Directory Information Request Form

(Please use this form to provide your family's information if you do not have Internet access)

The Bannockburn PTA publishes the Student Directory -- an alphabetical listing of students -- including their addresses, telephone numbers, email contact addresses and parents' names. It also includes, but is not limited to, faculty and class lists, calendar information, and committee chairs for the 2004-5 school year. *If you would like to make changes to this information online, see reverse side.* **If you have no additions or changes, you do not need to return this form*.**

Teacher _____
Grade _____ Student's Name - First, (Nick Name), Last

Teacher _____
Grade _____ Student's Name - First, (Nick Name), Last

Teacher _____
Grade _____ Student's Name - First, (Nick Name), Last

Student's Address:
Street _____

City _____ State _____ Zip Code _____

Telephone # _____

Family's e-mail address _____ @
Alternate e-mail address _____ @

Mother's Name _____

Address (if Different From Student address above) _____

Phone # (if Different From Student address above) _____

Father's Name _____

Address: (if Different From Student address above) _____

Phone # (if Different From Student address above) _____

Above info should be as you would like your name(s) to appear in the directory i.e., Teddy Roosevelt vs. Theodore Roosevelt.

This is new information _____ or corrected Information _____ (circle corrected items)

Do Not include in the directory _____ ("Request to Withhold" form must be submitted!)

Signature of Custodial Parent or Guardian

* If you do not submit this form, supply information online, or submit a signed Request to Withhold Directory Information form by September 13th, 2004, the PTA and the school will assume that you agree to be included in the 2004-2005 Bannockburn Elementary Student Directory and that the information contained in last year's directory is correct and should be used for the 2004-2005 directory.

**Bannockburn Elementary School
Parent-Teacher Association**

6520 Dalroy Lane, Bethesda MD 20817

(<http://www.mcps.k12.md.us/schools/bannockburnes/pta.htm>)

THE BANNOCKBURN PTA WANTS YOU...

to have your Student Directory shortly after school resumes. We also want you to be able to purchase additional directories for wherever you have a phone: car, office, kitchen, etc.

Don't get left out!

The 2004-2005 directory is based on last year's directory. If you wish to make changes to your family's information, or you are new to Bannockburn Elementary School, you can update or enter this information ONLINE by accessing the following address on the Internet:

<http://www.studentmasterbase.com/>

Follow these instructions:

- Click on where it says "PARENTS CLICK THIS BUTTON":
- For returning families, Click on LOG IN AND REVIEW DATA. You will be asked to supply a username and password for access to your family's record, and no other. If you have forgotten or misplaced this information, simply click on the I FORGOT MY LOGIN INFORMATION, and it will be emailed to the contact address that appeared in last year's directory. If you are a member of two schools, you may be sent the access account information to both schools, and may need to complete information for both school databases. Review the current information on file. If you have changes, supply the updates in the comments field and click SUBMIT. Otherwise click the "Everything is Correct" button, and you're DONE!
- If you are new to Bannockburn, Click the ADD RECORD button. You will be asked which school your family is attending in the 2004 – 5 school year (Note: if your children attend more than one school, you will need to complete an entry for each school's database). Follow the instructions for filling out data, and then click SUBMIT. Re-enter the database to supply info for another school.
- If you are having any problem, feel free to click on the EMAIL THE ADMINISTRATORS button for the Bannockburn Elementary School, and we will contact you for assistance to the number or email address you supply, or just fill out the back of this form and return to BES Office.

Please note the following:

- Directories and calendars are a benefit supplied free to PTA members. Become a member today!
- The type of information we maintain appears on the back on this form. The directory is published by the Bannockburn Elementary School PTA and is provided solely for the personal use of the BES Community. The information contained therein is confidential and not to be used for commercial purposes, mass mailings or solicitations. The BES PTA uses this database for mailings and information, so it is recommended that families keep their information current on this resource. The BES PTA maintains this database, and it is not linked with the Montgomery County School Board of Ed, or Bannockburn Elementary School information or database
- If you do not have Internet access - please use the back of this form to provide your family's information. Drop off all completed forms at the BES Front Office, in the mailbox labeled PTA Student Directory. ALL FORMS MUST BE SUBMITTED BY September 13th, 2004 (sooner is better, and appreciated!).
- **If you want your child's name, address, and/or telephone number excluded from the directory, you must complete and sign an MCPS form available from the school office. The online database also has a checkbox to elect whether you wish your information to be withheld from the 2004-2005 PTA Student Directory.**

If you are new to our community or have any questions at all about this process or the Bannockburn Student Directory, please contact the PTA Chairpersons or phone Ned Goddard at 301-229-5660, or email Ned Goddard at 3012295660@comcast.net. Remember, if we don't hear from you, we're making some assumptions -- that you want to be included in the directory and that the entry in last year's directory is still accurate. These assumptions and last year's information will be used in preparing the new directory.

**Do you have a business or service that you'd like to advertise in the Directory? Contact
Phil Frank via email at philfrank@comcast.net or phone 301-320-7411.**

Thank you!!