

# Douglas Directory Info and Order Form

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We are compiling family contact information for the 2018–2019 Douglas Directory. This resource is invaluable for Douglas families throughout the year for planning play dates, sending invitations for birthday parties, and much more. The school office and staff members also use it extensively when they need to contact students' families.

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Each copy of the directory costs **\$5.50**; please make your check payable to "Douglas School PTO," write "directory" in the memo field, and send it in via backpack express to the PTO. (Write "Directory" on the envelope. *No staples, please!*) **Please send in your payment (along with this form) by Monday, September 17**, because we will only order enough copies for people who have paid for them.

Your name \_\_\_\_\_

Your youngest child at  
Douglas \_\_\_\_\_

Your sixth grader who  
wants to be added to  
the babysitting list \_\_\_\_\_

**We will print up to TWO email addresses** for each family in the directory. As a general rule, we'll only print the email addresses that you provide for this purpose, but if we don't hear from you, we will use our best judgment about what email address(es) to print.

Email #1 \_\_\_\_\_

Email #2 \_\_\_\_\_

**Are there any special instructions** for how we print your family's listing in the directory? (This is where you can let us know if your child's parents have separate addresses, or if you want a nickname printed instead of a full name, etc.) *You can email these instructions to Ashley Cook at [arwcook@gmail.com](mailto:arwcook@gmail.com) if you prefer.*

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**How many copies** of the directory would you like to purchase? \_\_\_\_\_