

WELCOME TO THE ALKI PARENT TEACHER ASSOCIATION

The Alki Parent-Teacher Association (PTA) is a non-profit organization, driven by inspiration, supporting student enrichment opportunities within the community.

Welcome Alki Families!

The Alki Parent Teacher Association is a parent-driven volunteer organization dedicated to the social and academic enrichment of all our students and families. Our organization collaborates closely with Principal Deese, our educators, and families to provide volunteer and financial support for programs and activities that would otherwise be well beyond our school's budget or time constraints. They include:

School Operations and Educational Programs

For 2019-2020 school year our school grants will fund our school counselor and hourly support staff (which includes Playground Supervisors, Office and Health Room Assistants, and Lunchroom Supervision), Classroom Discretionary Funds, and Writers in Schools Program (WITS).

Enrichment & Community Building Events

Kindergarten Social, Back to School Events, Fall & Spring Parent Breakfasts, Staff Holiday Luncheon & Appreciation Week Celebration, Bike to School Events, 5th Grade Breakfasts, Movie Nights, Legislative Advocacy, and Reflections National Arts Program.

Volunteer Support for Self Sustaining Programs

Annual Auction, Alki-a-Thon, Running Club, Box Tops, Scholastic Book Fairs, Spirit wear, Yearbook, and Musical.

As a board, we'd like to reflect that we do more than provide grants and coordinate volunteers. Critical to our success, and perhaps more importantly to the success of our school and our students, is our school climate. Each one of us is accountable for creating a welcoming school climate that is inclusive to all families and equitable to all children, doing so benefits every child.

There will be many opportunities this school year for families to weigh in and get involved as we assess, digest, and work to improve Alki's climate ensuring it is optimal for our children to learn and succeed in.

Our vision is only as diverse and complete as our membership, and every family is an honorary member of our PTA. While we encourage all who support our mission to join the PTA and become involved in a way that fits your time and interests, it is your voice we want to hear and your experience we value as we begin this important work.

With Respect,

Your 2019-2020 Alki Elementary PTA Board

PTA COMMUNICATIONS



Here is a list of the many ways that Alki PTA communicates with families. We want to reach as many families as possible through the communication channel that works best for you.



ALKI PTA WEBSITE www.alkipta.com





Don't miss a thing! Enews is emailed every Tuesday. Subscribe at www.alkipta.com/enews



LIKE US ON FACEBOOK

@alkipta



FOLLOW US ON INSTAGRAM

@alkipta



WEDNESDAY KID MAIL

Check your student's backpack each Wednesday for forms and event flyers!



ALKI PTA CURRENTS NEWSLETTER

Look for our monthly newsletter in Kid Mail the first Wednesday of each month!



PTA MEETINGS

Come share your thoughts and ideas! (Meeting schedule included in this packet). Kids are welcome!



EMAIL US!

Comments, questions, or concerns? You can always email us at info@alkipta.com



SURVEYS

We want to hear from you. Your feedback is important to us. Surveys will be in Currents, Kid Mail, and online at alkipta.com/surveys



PTA MAILBOX

Located around the corner from the main office, find membership, reimbursement, and budget request forms, meeting minutes, and more!



FRIDAY MORNING BREW AT THE BELL

PTA President Tom Harris will be on the playground before school most Fridays with free coffee to answer any questions you have or concerns to share.



PTA BULLETIN BOARD

Located right when you walk in the door - stop by and take a look at upcoming events, volunteer sign ups, and more



ALKI PTA EXECUTIVE BOARD

Tom Harris, President



[president@alkipta.com]

Tom is the father of seven-year old Sam Harris, who is a second grader at Alki Elementary this year. Tom is a stay-at-home dad, he has had his own interior design company since 1993 and has also worked in manufacturing and importation in China since 2002. He is excited to be a part of the close-knit Alki community and is committed to ensuring a safe and enriching environment for all of the children who attend Alki. He is a firm supporter of our teachers and all those who work to make Alki a great place. His goals for the coming year include facilitating access to participation in school life for the parents of all children and to bring greater resources for, and awareness of, our diverse families.

Melanie Granger, Vice-President

[vp@alkipta.com]



"Hello Beautiful people! I've been an Alki parent for three years, and counting. I have a little origami king named Taj, who's in third grade at Alki. Taj has spent some of his most important years at Alki, with some amazing teachers and staff. Alki Elementary is a progressive school that instills essential characteristic traits that our children will carry into their adult years. For this I am grateful. I am interested in joining the PTA to encourage and build a more inclusive community within Alki and outside of Alki. A little bit about myself you ask. I was born and raised in The Motor City, Detroit, Ml. I lived in California for 9 years, pursuing my career as a wardrobe stylist for entertainers such as PitBull, Ice Cube, and KIDZ BOP to name a few. I've participated in many philanthropic endeavors throughout my adolescence and adult life. I am co-creator/founder of One Million Tampons, a

campaign that collects menstrual product and distribute throughout Seattle to ones in need. I'm a skateboard mom. I run an indoor play space called "WE FREE HEARTS", for children 6mos-6yrs at the South Park Hall in South Park. I have a band called Push4luv that performs throughout Seattle."

Nicole Bryant, Treasurer





Nicole has been a proud Alki parent since 2012. She and her husband, Mike, have two boys, Jackson (5th grade) and Dylan (7th grade at Madison). Nicole has sought out ways to volunteer, including PTA art docent and in-class assistance, that could flex around her active work life as a Tax Director for PricewaterhouseCoopers ("PwC"). Nicole's company tracks the hours she works on this non-profit board and for youth volunteering and turns those hours directly into \$\$ for Alki via company donations. Win, Win!! She enjoys 5k races, wine club (oops, BOOK club), concerts, any sort of competition/team events, and coaching youth sports.

Mel Spiker, Secretary





"This is my second year as PTA Secretary, and I'm tasked with revising last year's bio. But I'd rather speak about the board as a whole this time around. We are united by our own unique experiences that lead us to filling our PTA roles, and we spent a couple days this summer sharing where we are all coming from... whether a family of professional educators or multi-generational ties to West Seattle, a keen queen bee buzzing about everything communications, or a free heart capable of mobilizing a community to bring dignity to women in the streets of Seattle, we have an analytical problem solver and a relentless number cruncher, and then there's this guy that NEVER imagined he'd find himself here but realizes now there's nowhere else he'd rather be. So here we all are,

positioned to make moves and improve our school climate and strengthen collaborative relationships. I hope our community will lean in to co-create a framework that will help our children feel safe and supported as they learn to come into their own versions of themselves. Our work will provide a foundation that will support Alki's continuous improvements to benefit the next wave of children and families. Let's get this party started!"

ALKI PTA BOARD OF DIRECTORS



Dale & Jen Ross, Fundraising Chair

[fundraising@alkipta.com]



Jennifer comes from a family of educators and school administrators and is committed to uniting the families, teachers, staff and the community to support the students. Professionally Jennifer is a licensed Interior Designer who has an independent practice as well as works part time for an Architecture firm. Jennifer's greatest joy is raising her two active children (Gavin- 1st grade & Brandon - future Alki student) alongside her husband. Together the family enjoys exercising their herding dogs, playing sports, cultivating their garden and working as a team on home renovation projects.

Dale comes from a long line of Alki Elementary Alumni, including his Grandfather, Grandmother, Uncle and Sister. Dale is born and raised in West Seattle, a local real estate broker and has a degree in Business Marketing. He is an entrepreneur by profession and enjoys networking, meeting with local

business owners and families of West Seattle. He hopes to utilize his skill set to serve the staff, students, and community at Alki Elementary creating a community based relationship where the students benefit. In his spare time he enjoys traveling, tackling remodeling projects, and coaching baseball. Dale and Jenn enjoy working as a team and are looking forward to becoming more involved with the PTA and Alki Elementary.

Mike U-B (Uehara-Bingen), Membership Chair [membership@alkipta.com]

"My daughter Celia is currently in the 2nd grade at Alki, and my son Kaio will start Kindergarten in Fall 2020. As we begin our 3rd year in the Alki Elementary Community, I am inspired by the many parents and staff who find ways to improve the school, within PTA or otherwise. I am grateful, and quite eager to support these efforts."





"This is my 4th year as an Alki Parent. I have two kids, Oscar and Henri who are in 3rd grade and 1st grade. We have been very impressed with the staff and families at Alki Elementary. It feels great to be part of such a welcoming community that has the kids' interest at heart. I love that kindness and inclusion are a big part of the School's focus! I'm originally from France, so I was raised in a very different system, both culturally and academically. I am learning a lot about Education in America, including the importance of having an active PTA in the School."

Ali Pankop, Communications Chair

Emily Anderson, Events Chair

[info@alkipta.com]

[events@alkipta.com]



Both Ali and Emily are excited to return to the Alki PTA Board for another year. Emily has a 5th grade daughter and Ali has two daughters - 3rd grade and kinder. They love that Alki Elementary is a small school, because it means having the opportunity to engage with other Alki families, teachers and staff in a meaningful way. They want to encourage that community feeling through our PTA sponsored events and programs where families and friends can come together.





WHERE DO MY PTA DOLLARS GO?



2019/2020

BUDGET

\$168,859

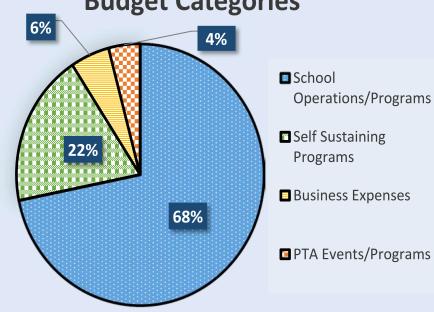
FUNDRAISING GOAL

\$139,270

PRIOR YEARS' **CARRYOVER USED** TO BALANCE BUDGET

\$29,589





School Operations and Educational Programs Funds Granted to the School for Programs and Staffing Support

School Counselor, Hourly Support Staff – including Playground, Office, Health Room and Lunch Room, Classroom Discretionary Funds, Writers in the Schools Program

22% Self-Sustaining Programs - Fully Funded by its Revenue

Auction, Alki-A-Thon, Running Club, Box Tops, Scholastic Book Fairs, Spirit wear, Yearbook, Sporting Event Tickets, Musical

<u>PTA Operations</u> – General Business & Non-profit **Expenses**

Business Registration Fees, Postage & Mailbox, Printing & Copying, Website and Fundraising Software Subscriptions, Banking Fees, Insurance Premium, PTA Meeting Snacks, PTA Training/Convention. PTA Contingency Funds

<u>PTA Student Events</u> - Enrichment & Community 40/0 **Building Events**

Kindergarten Social, Back to School Events, Fall & Spring Parent Breakfasts, Staff Holiday Luncheon & Appreciation Week, Bike To School Rodeo, 5th Grade Breakfast. Reflections National Arts Program, Movie Nights, Volunteer Recognition, Legislative Advocacy



ALKI FUNDRAISING

Alki PTA focuses our efforts on **two** main fundraisers a year (Fall Auction and Alki-A-Thon) along with a handful of other fundraising events that support our local community and strengthen our own. We strive to limit the amount of fundraising that we ask of our families and community.

ALKI AUCTION



Don't miss the Alki Annual Auction on Noveber 16, 2019 at the Hall at Fauntleroy. Not only Alki's biggest fundraiser but the biggest party of the year. Sit down dinner, Dessert Dash, Silent Auction, Live Auction, Raffles, Games and Prizes. Meet Alki families and raise your paddle for Alki students. This year's theme is Viva Las Vegas and is sure to be a night to remember!

ALKI-A-THON

In the spring, we lace up our sneakers and head outside to walk, run or skip around a course set up on the play field to promote healthy habits. This fundraiser is a fun and exciting event for all staff, students, and families as it builds school spirit. Colorful souvenir t-shirts, snacks and a DJ make this fundraiser fun and exciting for students, staff and parents as it builds school spirit. Parents and families are welcome to attend.



ALKI DAY WITH SEATTLE TEAMS

Purchase tickets for your entire family for a day of fun as we cheer on the Seattle Sounders FC in the fall and Seattle Storm in the spring. A portion of the proceeds supports Alki PTA.

ALKI DINES OUT

Bring your family, invite your friends and don't miss this tasty way to support the Alki Elementary PTA. Throughout the year we partner with local restaurants and promote an evening "Dine Out for Alki!" and a percentage of the nights' proceeds go to Alki PTA.

COMPANY SPONSORED MATCHING FUNDS & VOLUNTEER HOURS

Your donations to Alki Elementary PTA can be doubled by participating in your Company's Corporate Matching Program. Visit <u>alkipta.com/corporate-matching-program</u> for a details.

AND, companies such as Alaska Airlines, Boeing, and Microsoft will make contributions to Alki PTA when employees log their volunteer hours

AMAZON SMILE



A percentage of each sale goes back to the the school! Bookmark this link and use it every time you shop amazon! Earn money for Alki while you shop! smile.amazon.com

BOX TOPS FOR EDUCATION



Box Tops

for Education is a great way for kids, friends, and family to participate and help raise funds for Alki Elementary. Every Clip Counts! NEW: Clipping is coming to an end,

DIRECT GIVE

<u>Alkipta.com</u> has a quick and easy PayPal Donation Button so anyone can contribute any dollar amount.

SPIRIT WEAR

Show your school spirit by wearing an Alki Elementary T-Shirt or hoodie! Visit tinyurl.com/AlkiSpiritwear.



SPONSORSHIPS

Be a sponsor and see your business recognized at the Fall Auction, Winter Musical and Spring Alki-a-Thon!

ALKI ELEMENTARY PTA SPONSORED EVENTS



There are so many wonderful events to look forward to throughout the year. We invite you to participate in each one!

Popsicle Social (August): Find out who your teacher is and enjoy a cold treat in our last days of summer! Teachers and Principal are in attendance for a meet and greet along with play time on the playground.

First Day Receptions (September): Parents drop off their students on the first day of school and head to the lunchroom for coffee, tea, and socializing after the bell.

Back-to-School BBQ (September): Our back-to-school BBQ is a fun chance to eat and greet and get back on your feet school-wise. PTA provides hot dogs and families bring sides, fruit and healthy treats! New this year: Live performance by Casper Babypants!

Alki Day With Sounders FC (Fall): Join fellow Alki Elementary Friends and family to cheer on the Sounders at Centrurylink Field. Proceeds benefit Alki Elementary PTA!

Family Movie Night (throughout year): Pull out your blankets, put on your pajamas & settle in for an evening of entertainment and family fun.

Reflections Art Program (October/November): Reflections is a National and Washington State PTA cultural arts program that encourages students of all grades and abilities to explore their inner artist. Free workshops available after school.

<u>Kinder Potluck Social (October):</u> Our evening potluck for kindergarten families. An opportunity to mingle with other parents & their children and get to know the other kindergarten classes.

Grade Level Potluck Socials (throughout year): New this year and organized by Room Representatives, each grade will meet for a potluck social.

<u>Caffeine, Carbs & Chaos (October):</u> Families meet in the lunchroom before school to enjoy coffee and donuts. This is an Alki favorite!

PTA AUCTION (November): Our biggest fundraising event of the year. The annual Auction is a fantastic way to generate funds for our school while building community! This year's theme is Viva Las Vegas and it is sure to be a night to remember!

Scholastic Book Fair (December): The profits made from this event go directly towards purchasing books, magazines, and library supplies. The BOGO Free book fair in the Spring is not a fundraiser, but a chance to get books in the hands of students before the summer.

Staff Holiday Luncheon (December): Give our deserving staff a special treat with a lovely lunch provided by Alki families. This celebration allows staff to share a meal together and mingle in the library before the holiday break.

PTA Musical (January/February): Produced by Alki PTA volunteers and directed by Stone Soup Theater, you won't want to miss this top notch production that takes place at the West Seattle High School theater.

Spring Family Breakfast (March): Families meet in the lunchroom for an early morning treat before school with your kiddos. More details to come.

Multi-Cultural Celebration (Spring): An evening of celebrating the communities, identities, and cultures of our families and staff. This potluck social will showcase many of the wonderful cultures here at Alki.

Bike to School Day/Bike Rodeo (May): Kicking off Bike to School month in May, the Bike Rodeo takes place after school on the Alki playground where students learn bike safety, decorate bikes and helmets, and get primed and ready for nationally recognized Bike to School Day where two bike trains meet up before school and take the scenic route to Alki!

Staff Appreciation Week (May): Help us show the staff at Alki how much we appreciate the work they do all year long with a little pampering each day during this week in May.

Running Club (May): This parent run after school activity encourages students to keep kids moving with relay races, distance running, and games. Running club meets once a week for the 4 weeks leading up to Alki-A-thon.

Alki-A-Thon (June): The second largest fundraiser of the year, this event builds school spirit, promote healthy habits & raises funds for PTA-sponsored school activities! Parents are welcome to attend. Lap games, music, snacks, beverages & a souvenir T-shirt highlight the day. The event takes place during the school day, outside on the Alki play field in late spring, rain or shine!

End of School BBQ (June): The annual end-of-the-school BBQ celebration takes place in the evening and gives families an opportunity to mingle with other Aki Families. Enjoy hot dogs fresh of the grill and healthy treats provided by families.

Fifth Grade Breakfast (June): Our annual Fifth Grade Breakfast is a celebration of the graduating fifth graders and their families including a graduation video of the guests of honor and promotion by the 5th grade teaching team.



GENERAL MEMBERSHIP MEETINGS 2019-2020

MEETINGS HELD IN THE ALKI LIBRARY 6:30 - 7:30 PM

All Are Welcome: You do NOT have to be a PTA Member to come meetingS. We encourage everyone to join in the conversation!

Don't Have Childcare? No problem! Children are welcome at attend meetings.

Want To Join the PTA? Sign up at https://tinyurl.com/alki-pta-member-registration

SEPTEMBER

Thursday Sep. 12th

OCTOBER

Wednesday Oct. 2nd

NOVEMBER

Thursday Nov. 7th

DECEMBER

Wednesday Dec. 4th

JANUARY

Thursday Jan. 9th

FEBRUARY

Wednesday Feb. 5th

MARCH

Thursday Mar. 5th

APRIL

Wednesday Apr. 1st

MAY

Thursday May. 7th

JUNE

Wednesday Jun. 3rd

2019-2020 ALKI ELEMENTARY PTA CALENDAR

September '19							
Su	M	Tu	W	Th		Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

- First Day Reception (8:00 AM)
- Kinder Reception (8:00 AM)
- PTA Meeting (6:30 7:30 PM)
- 19 Back to School BBQ (5:00 6:30 PM)
- Principal Coffee Chat (7:30 8:30 AM)
- Room Rep Orientation (8:00 9:00 AM)

October '19									
Su	M	M Tu W Th F Sa							
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					
_	Malk T	o Cobe	ol Day						

- Walk To School Day
- School Of Excellence Kick Off (5:30PM)
- PTA Meeting (6:30 7:30 PM) 2
- Kinder Potluck Social (6:00 7:30 PM)
- 6 Alki Day with Sounders FC (1:00 PM)
- No School 11
- 14 BLT Meeting (2:25 - 3:25 PM)
- Indigenous People Day Assembly
- Caffiene, Carbs & Chaos Family Breakfast
- 17 Curriculum Night
- 24 Picture Day
- Principal Coffee Chat (7:30 8:30 AM)

		INOV		1 13		
Su	M	Tu	W	Th		Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
7	PTA N	leeting	(6:30 -	7:30 P	M)	
8	Vetera	ns Day	Assen	nbly		
11	No Sc	hool				
16	Alki Au	ction (5:30 -1	0:00 PI	M)	
18	BLT M	eeting	(2:25 -	3:25 P	M)	
25	Princip	al Coff	ee Cha	t (7:30	- 8:30	AM)
25-27	Confe	rence	s/No S	chool		
28-29	No So	chool (Thanks	giving	Break)

December '19							
Su	M	Tu	W	Th		Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
2.6	Coholo	otio Do	alı Fair				

- Scholastic Book Fair
- Picture Retake Day
- PTA Meeting (6:30 7:30 PM)
- BLT Meeting (2:25 3:25 PM)
- Staff Holiday Luncheon
- 13 Principal Coffee Chat (7:30 8:30 AM)
- 20 1 Hour Early Dismissal

Dec. 23- Jan 3: No School (Winter Break)

January '20								
Su	M	Tu	W	Th		Sa		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			

- No School (Winter Break)
- PTA Meeting (6:30 7:30 PM) 9
- 13 BLT Meeting (2:25 - 3:25 PM)
- MLK Assembly 17
- No School (MLK Day) 20
- 27 Alki Adventures
- No School 28
- Principal Coffee Chat (7:30 8:30 AM)
- Alki PTA Musical

February '20							
Su	М	Tu	W	Th		Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

- - PTA Meeting (6:30 7:30 PM)
- 10 BLT Meeting (2:25 - 3:25 PM)
- 17-21 No School (Mid Winter Break)
- 28 Principal Coffee Chat (7:30 8:30 AM)

March '20							
Su	М	Tu	W	Th		Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
E	DTA M	leeting	(6·30 -	7.30 =	(1.4)		

- PTA Meeting (6:30 7:30 PM)
- BLT Meeting (2:25 3:25 PM)
- 18 Parent Breakfast
- 27 Principal Coffee Chat (7:30 8:30 AM)



- 13-17 No School (Spring Break)
- 20 BLT Meeting (2:25 - 3:25 PM)
- Principal Coffee Chat (7:30 8:30 AM)

April '20								
Su	M Tu W Th F Sa							
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				
1	PTA M	leetina	(6:30 -	7:30 F	M)			

- Class Picture Day
- Bike Rodeo

May '20							
Su	М	Tu	W	Th		Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
1_R	Staff A	nnreci	ation W	leek			

- Bike To School Day
- PTA Meeting (6:30 7:30 PM)
- BLT Meeting (2:25 3:25 PM)
- Alki Art Walk (6:00 8:00 PM) 21
- No School (Memorial Day)
- 27-29 BOGO Book Fair
- 29 Alki Adventures
- Principal Coffee Chat (7:30 8:30 AM)

June '20								
Su	M	Tu	W	Th		Sa		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

- 1-3 BOGO Book Fair
- PTA Meeting (6:30 7:30 PM)
- Alki-A-Thon (during school day)
- Field Day (during school day)
- 17 5th Grade Breakfast
- 1 Hr. Early Dismissal/Last Day of School
- Principal Coffee Chat (7:30 8:30 AM)





JOIN THE ALKI ELEMENTARY PTA



2019-2020 MEMBERSHIP FORM

JOIN ONLINE AT tinvurl.com/alki-pta-member-registration/

Join online, or return this form with cash or check (made payable to Alki PTA).						
\$12 Individual Membership	Total n	umber of memberships	purchased			
I am interested in a confidential Scholarship Membership **(Every interested family is encouraged to join the PTA!)						
Additional donation towards scholarship fund \$						
STUDE	NT INFOR	MATION				
STUDENT 1 FIRST/LAST NAME:	TEACHER:		GRADE:			
STUDENT 2 FIRST/LAST NAME:	TEACHER:		GRADE:			
STUDENT 3 FIRST/LAST NAME:	TEACHER:		GRADE:			
* If any additional students, please attach additional paper						
PRIMAR	Y MEMBER	INFORMATION				
FIRST/LAST NAME:		MOBILE PHONE NUMBER:				
PRIMARY EMAIL ADDRESS (REQUIRED):	ı					
PRIMARY HOUSEHOLD ADDRESS:						
SECOND MEMBER INFORMATION						
FIRST/LAST NAME:		MOBILE PHONE NUMBER:				
PRIMARY EMAIL ADDRESS (REQUIRED):	<u> </u>					

ALKI PTA MEMBERSHIP CHAIR

MIKE UEHARA-BINGEN

MEMBERSHIP@ALKIPTA.COM

^{*} If any additional parents/guardians, please attach additional paper