

➡➡➡➡Return form directly to the Guidance Office◀◀◀◀



Herndon High School Student Directory 2011-2012

CHANGE/OPT-OUT FORM

We need your help to ensure that the information included in the HHS student directory is accurate. If your information has changed over the summer (i.e., address, phone number) or was incorrect in last year's directory, or you would like to delete your student's information from the directory, please fill out the form below. **REMINDER:** If you deleted your child's name from last year's directory, it will be necessary for you to fill out the form again for the deletion to take effect this year.

All correction and deletion forms must be RECEIVED by the GUIDANCE OFFICE by 3:00 P.M., Friday, September 9th. Forms may be mailed to: Herndon High School, PTSA Student Directory/Guidance Department, 700 Bennett Street, Herndon, VA 20170. If we do not receive a written response with a parent signature by **September 9th**, it indicates that we have the correct information and that we have your permission to place your student's name in the directory.

Directories will be available for purchase at Back-To-School Night for \$5.00. Please **DO NOT** mail a check in with this form.

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(PRINT CLEARLY)

ADD/change my student's information for the HHS 11-12 Student Directory:

Student's Name: _____ Grade: _____

Address: _____

Phone: (____) _____ Parent Signature: _____

DELETE my student's information from the HHS 11-12 Student Directory:

Student's Name: _____ Grade: _____

Address: _____

Phone: (____) _____ Parent Signature: _____

Return to: Herndon High School
PTSA Student Directory/Guidance Department
700 Bennett Street • Herndon, VA 20170 • 703.810.2200