



# School Information Update

**CTYOnline School Program Office**

McAuley Hall  
5801 Smith Ave., Ste. 400  
Baltimore, MD 21209  
410-735-6168 (School Coordinator)  
1-866-646-3816 (School Program Telephone Fax #)

\_\_\_\_\_  
**Student Name** **CTY Student ID #** **Course Name**

\_\_\_\_\_  
**School Name** **School FAX #** **To the Attention of:**

\_\_\_\_\_  
**School Street Address (Mailing Address)** **City, State, Zip, Country**

**Information about School Contact Person (Principal/Counselor/Coordinator)**

<p><b>School Coordinator/Counselor</b></p> <p>Name _____</p> <p>Position _____</p> <p>Email Address _____</p> <p>Telephone # _____ ext: _____</p> <p>FAX Telephone _____</p>	<p><b>Principal</b></p> <p>Name _____</p> <p>Position _____</p> <p>Email Address _____</p> <p>Telephone # _____ ext: _____</p> <p>FAX Telephone _____</p>
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**Check whether the student is using the program from**  
 Home     School     Home and School

**Check the days below that the student is working on distance education program in school**  
 Monday     Tuesday     Wednesday     Thursday     Friday

**Briefly describe the approximate time and length of each session at school**  
 \_\_\_\_\_

Upon request, CTYOnline will send progress reports around the dates of the school's marking periods. If you wish these progress reports to be emailed to the attention of the person listed above, please indicate up to 4 dates when the reports should be emailed to \_\_\_\_\_

If the Parent wishes to be emailed a copy of the school progress report at the same time, please provide the email address to which the report should be emailed \_\_\_\_\_

**Parent's email address**

**Parent's Consent (Required)**

I authorize CTYOnline to share my child \_\_\_\_\_'s progress and grade information in CTYOnline courses with the above school. I understand that a new School Information Update must be submitted each school year because this School Information Update expires on the 30<sup>th</sup> of July following the date it was signed by the Parent.

\_\_\_\_\_  
**Signature of Parent/Guardian** **Date**

**Please Fax this School Information Update to CTYOnline School Program Office at 1-866-646-3816**