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Dear Parent,

From time to time we need to adjust our office hours or change your appointment. Please provide us with free phone numbers which we may use to reach you on these occasions:

Contact	Phone Number	Relationship
1.	_____	_____
2.	_____	_____
3.	_____	_____

Are we permitted to contact you at work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Work phone \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_