

**St. Matthew Catholic School, San Antonio, Texas  
2018-2019 Student- Parent Handbook**

**Section 7: SCHOOL OFFICE**

**CHANGE OF ADDRESS/PHONE/E-MAIL/EMERGENCY  
CONTACT INFORMATION**

**PRIVACY**

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**Section 7: SCHOOL OFFICE**

The school office is open Monday through Friday from 7:30 a.m. to 4:00 p.m. during the school year. On faculty meeting days, the office closes at 12:30 p.m. Summer hours are 9:00 a.m. to 1:00 p.m. Monday through Thursday.

All visitors to the school campus must sign in using the LobbyGuard Kiosk in the school office.

To contact the school office, call (210) 478-5044.

**CHANGE OF ADDRESS/PHONE/E-MAIL/EMERGENCY CONTACT INFORMATION**

Maintaining accurate and up-to-date contact information is of the utmost importance. The school will send out text blasts to notify parents of emergency events, changes in schedule or any news information that must be transmitted with immediacy. Email follow-ups will also be sent. Change of Address/Phone/E-mail/Emergency Contact Forms can be found on RenWeb, the school website and in the Forms folder in the Appendix of this handbook. PLEASE KEEP INFORMATION UP-TO-DATE.

**PRIVACY**

St. Matthew Catholic School respects the privacy of its families. Personal information will not be bought, sold, or shared with entities outside of the school or Archdiocese of San Antonio, unless required to do so by law.