

_____,
(Teacher Name)

As we work together this year, I would like to receive information about _____
(Student Name) through e-mail. I realize that School Board Policy* permits the inclusion of information about student behavior or health issues only upon written request. This document serves as an official request for you to e-mail me the following types of information about my child.

Types of information:

- _____ classroom grades
- _____ standardized testing
- _____ specify other: _____

I am aware that the information that passes through the e-mail system is not private and that someone could receive my information by mistake. I also realize that the School Board cannot promise protection against outside sources reading the information contained in the e-mails.

Thank you,

 (Parent Signature) (Date) (Parent E-mail Address: Please Print)

This document is valid only for the school year in which it is signed.

***Applicable School Board Policy**

Emails containing student educational information should be limited to public/quantitative information (name, address, FCAT test scores, grades, AR scores, etc.) and SHOULD ONLY BE SENT TO THOSE WITH AN EDUCATIONAL NEED TO KNOW. Emails containing student behavioral, disciplinary, mental or physical health, ESE, or economic information should be treated with a higher level of care and should only be emailed to specific EDUCATORS with an educational need to know.

Parents and guardians must submit a written request for any non-public record information regarding their student that they wish to receive via email. Further, they must confirm their continued desire to receive said email communication prior to the sending of each such email. SCHOOLS ARE STRONGLY ENCOURAGED TO USE OTHER FORMS OF COMMUNICATION WHEN SENDING NON-PUBLIC INFORMATION TO PARENTS/GUARDIANS; however, if the information is requested by a parent or guardian to be received via email, the school will use the following steps.

- 1) Parent/Guardian Request for Student Information via E-mail form is completed with parent/guardian during conference (or sent to parent/guardian for completion and subsequently returned to school).
- 2) Teacher maintains original and gives a copy of the signed form to site administrator.
- 3) Parent/Guardian emails teacher to request the information addressed in the initial form, as the information is desired.

Send copy to parent. Date sent: _____ Teacher Initials: _____