

PARENT/GUARDIAN REQUEST FOR STUDENT INFORMATION VIA EMAIL

63-11-54
Rev. 08/17

_____,
(School Name)

_____,
(Teacher Name (optional))

Your signature on this form is required for us to be able to communicate personal student information via email.

As we work together this year, I would like to receive information about _____
(student's name) through the email address I provided on my student's Health Card.

Please note that some personal student information (attendance, courses, grades, etc.) can be accessed in the Santa Rosa School District Student/Parent portal via ClassLink.

Types of information I would like to receive via email:

- _____ classroom grades
- _____ standardized testing
- _____ specify other: _____
- _____ any information deemed important by teacher
- _____ information as requested by me via email

I understand that information that passes through the email 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 emails. *

Thank you,

(Parent Signature) _____
(Date)

*This document is valid only for the school year in which it is signed.
Please ensure your current email address is listed on your student's health card each year.
 Check here if you would like a copy of this document.*

***Applicable School Board Policy**

Emails containing student educational information should be limited to public/quantitative information (name, address, FSA 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. SCHOOLS ARE STRONGLY ENCOURAGED TO USE OTHER FORMS OF COMMUNICATION WHEN SENDING STUDENT 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 Email form is completed with parent/guardian during conference (or sent to parent/guardian for completion and subsequently returned to school).
- 2) A staff member maintains the original and gives a copy of the signed form to site administrator.