Old Town Academy K-8 Charter School E-Mail Authorization Form

PARENT/GUARDIAN-TEACHER COMMUNICATION THROUGH E-MAIL:
Although e-mail has become a valuable communication tool, it is important to remember that it is not always a completely secure and confidential method of communications. We would like to make e-mail available as another possible way for parents to communicate with their child's teachers where appropriate. We are, however, concerned about **maintaining privacy laws**, especially as they relate to student records.

We will therefore ask that OTA faculty and staff not send any student information via e-mail unless we have a signed permission form from the parent/guardian. This includes any e-mail addresses that are entered on your enrollment forms. If your email address changes, you are required to fill out and sign an updated form before we send information to the new address.

Student Name/s:

_____

I grant permission for information regarding my child to be sent to me via e-mail, at the following e-mail address(es):

Mother:
Email 1: _____
Email 2: _____

Father:
Email 1: _____
Email 2: _____

Guardian:
Email 1: _____
Email 2: _____

Parent Signature: _____
Date:_____

Please send this completed agreement to the school office.