

# KENNEDY ELEMENTARY SCHOOL

20 Pleasant Hill Road  
Succasunna, New Jersey 07876  
973-584-3938 Fax 973-584-8098 <http://www.roxbury.org/kennedy>

Audrey Wallock, *Principal*

Dear Kennedy Parents/Guardians:

In an effort to create better avenues of communication between Kennedy School and our students' families we are going to develop a comprehensive list of e-mail addresses for all of our school families so that we may contact you by e-mail for reminders and emergency situations. This method of communication can be used for a number of purposes:

- Reminders for school events can be sent whenever we are having a special function such as Back to School nights, American Education Week or conferences.
- Emergency notices such as delayed openings, early dismissals and school closings can also be sent to your home via e-mail. It would offer another method of quick notification to parents about vital information.
- Parents will get reminders of school programs such as school pictures, PTA book sales, and plant sales.

We will not print anyone's e-mail address on sent documents or release any list of addresses to anyone. The e-mails will only originate from the Kennedy office. The one exception would be that individual teachers will have the opportunity to put together a classroom list from this larger list so that they would have the capability of contacting parents and giving them special information if the need arises. However, confidentiality will be stressed when dealing with any addresses we are given.

**Please complete and return the form below even if you do not want your name on the list** so that we will have verification that everyone is aware of the new program.

## CHECK ONE: (PLEASE PRINT)

- I give my permission for the e-mail addresses below to be part of the Kennedy e-mail list.
- I do not give permission for my e-mail address to become part of the Kennedy e-mail list.

Name of Parent: \_\_\_\_\_

Home e-mail address: \_\_\_\_\_

Work e-mail address (Optional): \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade/Homeroom \_\_\_\_\_

After completing this form, you can help us expedite this process by also sending your address to: [eciccarella@roxbury.org](mailto:eciccarella@roxbury.org). This will help eliminate having to input 360 addresses. Thank you!

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Thank you for supporting our attempt to enhance communication through technology. This is not a substitute for PTA parent emergency calls, only an extra means of keeping you in the loop.

Sincerely,

Audrey Wallock, *Principal*