

LINCOLN-ROOSEVELT SCHOOL
Roxbury Township Public Schools
34 N.HILLSIDE AVENUE, SUCCASUNNA, NEW JERSEY 07876-1489
www.roxbury.org

Dear Lincoln Roosevelt Parents:

In an effort to create better avenues of communication between Lincoln Roosevelt School and our students' families we have a comprehensive list of e-mail addresses for all of our school families so that we may contact all of you by e-mail should the need ever arise.

We use this method of communication for a number of worthwhile purposes.

- Reminders for school events will be sent whenever we are having a special function such as Back to School nights, American Education Week or conferences.
- Parents will get reminders of school programs such as school pictures, PTA book sales, and plant sales through this method.

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 Lincoln Roosevelt 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.

On the form below, please supply the requested information. **Please return the completed form even if you do not want your name on the list** so that we will have verification that everyone is aware of this program.

CHECK ONE: (PLEASE PRINT)

- I give my permission for the e-mail addresses below to be part of the Lincoln Roosevelt e-mail list.
- I do not wish to provide my e-mail address to become part of the Lincoln Roosevelt 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: aclebak@roxbury.org
This will help eliminate having to input 650 addresses. Please be sure to include student's name and homeroom. Thank you!

SIGNATURE

DATE

Thank you for taking the time to complete this form.