

Nixon Elementary School
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Landing, NJ 07850
(973) 398-2564 Fax (973) 398-3341
www.roxbury.org

Mrs. Elizabeth G. Azar
Principal

Dear Parents and Guardians,

In an effort to create better avenues of communication between Nixon School and our students' families, we are creating a list of e-mail addresses so that we may contact you via e-mail. This method of communication will be used for a variety of worthwhile purposes including:

- Reminders for school events and special functions such as Back to School Night, American Education Week, Read Across America Week or Parent –Teacher Conferences.
- Emergency notices such as delayed openings, early dismissals and school closings can also be sent home via e-mail. This offers another method of quick notification to parents about vital information.
- Parents will receive reminders of school programs such as school programs and PTA events.

Nixon School will not print or release a list of email addresses that we compile to anyone. The e-mails will only originate from the Nixon School Office. The one exception would be that individual teachers will have the opportunity to organize 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.

Confidentiality will be stressed when dealing with any address provided to us. 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 the new program.

CHECK ONE (PLEASE PRINT)

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

Name of Parent: _____
Home email address: _____
Work email address: _____

After completing this form, you can help us expedite this process by also sending your address to: kalecci@roxbury.org This will help eliminate having to input all the addresses. Thank you!
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Student's Name: _____ Grade: _____

Thank you for taking the time to complete this form.
If you have any questions, please feel free to contact Nixon School.