

Parent Email Request Form

Grade _____ Teacher _____

Dear Parents:

As this year's room parent I am working together with our teacher to plan many fun activities and parties for this school year.

In an attempt to save time and paper, I would like to keep you informed of upcoming events and class news by using email. Please take a moment to complete the information below and return it to school by _____. Your email address will not be shared or used for any other purpose. If you do not have access to email, please indicate so on the form and I will send the information home with your child.

If you have any questions, please contact me. I am looking forward to a great year!

Sincerely,

Room Parent Name: _____

Room Parent's Email Address: _____

Room Parent's Telephone Number: _____



Parent/Guardian Name: _____

Student Name: _____

Parent/Guardian's Email Address: _____

Parent/Guardian Telephone Number: _____

_____ I do not have access to email. Please send information home with my child.