

MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS

834 Leonardville Road, Leonardo, New Jersey 07737

www.middletonk12.org

ELECTRONIC STUDENT RECORD FORMAT OPT-OUT

The Middletown Township Public School District is updating its methods of providing information to parents and guardians in a way that increases the convenience of parents, guardians and students while also minimizing District costs and considering the environmental benefits of a paperless system. Therefore, we are providing a method for parents to receive student records and information from the District in secure electronic format rather than traditional paper format. Documents and information affected by this might include but not necessarily be limited to, the following documents:

- Student Report Cards
- Progress Reports
- Yearly Summer Mailing (Class Assignments, etc.)
- Student Schedules
- Attendance Letters / Reports / Warnings
- Disciplinary Letters / Reports (anticipated start date September 2011)
- Loss of Credit Notices
- Parent / Guardian Conference Notifications
- Bus Pass
- Other parent / guardian letters and notices sent home by mass mailings

If you receive information in electronic format, it is understood that the School District cannot control your Internet network server or system, and that you are responsible to ensure that you are able to receive information electronically, that you will check for notifications using the Internet and that you are accepting electronic receipt of information as full and acceptable service instead of paper format. The District is not responsible for your inability or failure to receive information via the Internet.

If you do not wish to participate in this program, and prefer to receive all documents and information in paper format, as you have in the past, please complete the form below. If you do not complete and return this form, information will be provided electronically as set forth above. Time-sensitive and important notices may be sent out by certified mail and/or other means in addition to or instead of electronic means, regardless of your selection below, where circumstances require.

I do not wish to receive information electronically. I wish to continue to receive documents and information in paper format.

This form must be completed and submitted to your child's school.

Name of Student: _____

School: _____

Grade: _____

Parent / Guardian Printed Name: _____

Parent / Guardian Signature: _____

Date: _____

The chosen method of receiving information will remain in effect throughout your child's attendance in the district unless we are otherwise notified in writing. If you wish to change your selected format during the school year, please contact the school's main office.

**If you do not complete and return this form,
you will be considered to have agreed to
electronic receipt of information.**