



The John F. Kennedy Jr. School (P721Q)

Consent to Email SPED Documents

Parent/Guardian Consent to the Receipt of Special Education Documents & Correspondence Electronically

The John F. Kennedy Jr. School offers parents and/or guardians of enrolled students with special education services the option to receive special education documents and correspondence electronically via email. Special Education documents that may be sent home electronically include, but are not limited to the following:

- Procedural Safeguards
- Notice of Meeting
- Permission to Test
- Amendment to the IEP
- Progress Notes
- Behavior Intervention Plan (BIP)
- Prior Written Notice of Refusal of Services
- Copies of Special Education Testing
- IEP Final Copy (including but not limited to):
 - Present levels of academic achievement and functional performance (PLAAFP)
 - Services
 - Accommodations
 - Testing
 - Transition Forms

All electronic correspondence is confidential and contains the following notice:

“This electronic mail transmission is intended only for the personal and confidential use of the recipient(s) designated above. It may contain a confidential communication and may therefore be legally privileged. If you are not the intended recipient of this communication (or an agent responsible for delivering it to the intended recipient), you are hereby notified that any unauthorized review, disclosure, or use of the information contained herein is strictly prohibited. If you have received this communication in error, please notify the sender immediately and destroy all copies for the original message and any attachments. Thank You.”

Please select your preferred method(s) of special education correspondence:

Electronic documents

Email #1 _____

Email #2 _____

Paper Documents

Parent Name (Print)

Parent Signature

Student Name(s)

Date

By selecting electronic documents method and signing above, I request that John F. Kennedy Jr. School's IEP Team may correspond with me by e-mail. I understand that e-mails sent to me may contain personal student information regarding my child. I further understand that unencrypted e-mail and e-mail attachments are not secure and may be viewed by others. I agree to hold harmless the John F. Kennedy Jr. School from any and all liability arising from the transmission of unencrypted (unsecure) e-mail correspondence and attachments. This waiver may be revoked in writing at any time.