

NORTH BERKSHIRE SCHOOL UNION

Clarksburg * Florida * Rowe* Savoy* Monroe

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John Franzoni
Superintendent

Tara Barnes
Assistant Superintendent of Student
Services/Curriculum

Parent/Guardian Authorization to Send IEP Documents and Related Information via Electronic Mail

Student Name: _____ **Date of Birth:** _____

I hereby give my permission to the North Berkshire School Union (NBSU) to provide me with copies of my child's eligibility and Individualized Education Program (IEP) related documents via electronic mail (email). I understand that receiving such confidential information via email could increase the risk that this information could be inadvertently accessed by third parties. By signing this form, I assume all risks associated with the security of this emailed documentation. I understand by granting permission to send the IEP and eligibility documents via email, NBSU will continue to send these documents via email until I notify the Director of Pupil Services, in writing, that I am revoking authorization to provide such documents via email.

Information to be emailed to parent/guardian:

- **Notification of Conference/Meeting**
- **Evaluation Reports, including Learning Environment Interventions form**
 - Draft copies
 - Finalized copies
- **IEP Documents, including data collection forms**
 - Draft copies
 - Finalized copies
- **IEP Progress Reports and Report Cards**

Certification of email address:

- I hereby certify that _____ is my email address, and it is the only email address that NBSU may utilize to provide the above-mentioned eligibility and IEP-related documents via email.
- If I do not give my permission, I understand that the above-mentioned eligibility and IEP-related documents will be provided to me by the North Berkshire School Union via United States Mail or personal hand delivery.

Parent/Guardian/Adult Student's Signature: _____

Date: _____