



LICKING SCHOOL DISTRICT R-VIII

Mrs. Cristina Wright, Superintendent
125 College Avenue
Licking, MO 65542
Phone: (573) 674-2911
Fax: (573) 674-4064

Dear Parents/Guardians,

In order to share your student's information with you safely, securely, and promptly, the Licking Elementary School will now be electronically emailing your student(s) report cards (at the completion of 2nd and 4th Quarters, 1st and 3rd Quarter report cards will still be handed out during the fall and spring parent/teacher conferences), attendance letters, lunch account balances, etc..

If you do not have a valid/current email address, please feel free to create one and report the applicable information to the elementary office.

If you already utilize a preferred email address, please double check the student Quick Summary Report while attending the Open House activities. If changes need to be made, please make the needed changes in red pen and ensure that the appropriate parties are made aware.

If you choose ***not to receive your student records via electronic*** email, please complete the bottom section of this letter and deliver it to the Elementary Office. You will then receive the report cards and other school documentation via United States Postal Service, as usually sent prior to this change.

Respectfully,

Brad Cooper

I, _____ (Parent/Guardian Name), choose to have
_____ 's (Students Name), report card(s)/student records, sent home via United States Postal Service, **not via email**. By signing this document, I understand that I **will not** receive my students report card(s) via email and would rather receive student records such as report cards through the traditional mailing system. I understand that at any time I can request, in writing, to change this decision and receive such reports via email and withdraw this decision.

Name of Guardian (Printed):

Signature of Guardian: _____ Date: _____