

**STAFF-STUDENT COMMUNICATIONS  
Parent/Guardian Notification and Permission Form**

Dear Parent/Guardian:

At the beginning of this school year we are sending notice that our staff has been directed not to communicate with students via telephone, email, instant message, or Internet website without specific written permission from a parent or guardian. Attached please find a permission form that you may utilize to grant permission for school employees to contact your child outside school hours. Please feel free to contact school administration regarding any violations of this policy.

Sincerely,

Administration

**FORM**

I, \_\_\_\_\_, authorize Commerce Public Schools to communication with my child, \_\_\_\_\_, outside school for issues related to \_\_\_\_\_.

I approve communication through the following methods (check any that apply):

\_\_\_\_\_ Home telephone \_\_\_\_\_

\_\_\_\_\_ Cell phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Social Networking Site \_\_\_\_\_

\_\_\_\_\_ I do not authorize Commerce Public Schools or its staff to communicate with my child outside school. Please contact me to relay information to my child.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian