



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

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ ID#: \_\_\_\_\_

I hereby give my permission to the Chicago Public Schools - District #299 (CPS) 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, CPS will continue to send these documents via email until I notify the case manager at my child’s current school, in writing, that I am revoking authorization to provide such documents via email.

Information to be emailed to parent/guardian:

Check all that apply

- Notification of Conference
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 Chicago Public Schools 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 Chicago Public Schools via United States Mail or personal hand delivery.

Parent/Guardian/Adult Student’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_