

# Ballston Spa

Educating Everyone Takes Everyone

C E N T R A L S C H O O L D I S T R I C T

Kristi K. Jensen, Principal

Anders Rasmussen, Assistant Principal  
Gianleo Duca, Assistant Principal  
Nicole Holehan, Assistant Principal

Dear Parents/Guardians:

As many of you are aware, parents are able to view their students' grades and attendance online. Our student information management system also provides additional features for parents.

Since the 2012-2013 school year, we have been able to provide report cards and interim notices electronically. We are offering parents the opportunity for electronic notification, thereby reducing costs to the district for postage, labor, printing, and mailing materials. Another goal is to make the reports available to parents in as timely a manner as possible. We are offering parents the option to "opt out" of electronic notification.

Starting with First Quarter interim notices, all parents of students in grades 9-12 will receive only electronic versions of grading documents via the Parent Portal; therefore, neither hard copies of the interim report nor quarterly report cards will be mailed. If you opt out of this option, you will continue to receive a hard copy via the U.S. mail while still having access via the Parent Portal.

**If you are choosing to opt out of electronic report cards, please sign and return to the Assistant Principals' Office by Friday, October 14<sup>th</sup>. Any letter not returned by this date will not be processed by the 1<sup>st</sup> interim report.**

Students' Name(s) – ***List High School Names Only:***

| Students' Name | Grade(s) |
|----------------|----------|
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I "opt out" of the electronic notification system and wish to continue to receive hard copy interim grade reports and report cards via the U.S. mail.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_