

Dear Parents and Legal Guardians,

In order to improve our communications, the Eastern Townships School Board will be offering parents the option to receive communications electronically. This will also allow parents to access their child's profile such as; report card, absences, etc.

The first step in implementing this offer is to ensure the email information in our system is accurate. During the week of November 16-20, 2015, we will be sending a test email message to all parents/legal guardians who have entered their email address on their child's registration form.

1. If you receive a test email, no further action is required, and we will be able to communicate with you using this email address.
2. If you do not receive the email and would like to receive electronic communications and have access to your child's profile, please complete the form below and return it to your school by **NOVEMBER 26, 2015**.
3. If you did not enter your email address on the registration form and would like to receive electronic communications and have access to your child's profile, then please complete the form below and return it to your school by **NOVEMBER 26, 2015**.

If you have any questions or concerns, please email us at [comments@edu.etsb.qc.ca](mailto:comments@edu.etsb.qc.ca) or call your child's school.

We thank you for your cooperation in helping us improve communications.

*Pedagogical Services Department & ICT*

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**FORM TO BE COMPLETED IF YOU DID NOT RECEIVE AN EMAIL FROM THE ETSB DURING THE WEEK OF NOVEMBER 16-20**

**COMPLETE USING BLOCK LETTERS & return to the school by  
November 26, 2015**

	First Name	Last Name	School	Tel Number	Email Address
Student					N/A
Mother			N/A		
Father			N/A		
Legal Guardian			N/A		
<b>I/WE DO NOT HAVE AN EMAIL ADDRESS - PLEASE CHECK HERE</b>					<b>➔</b>