



Parent/Guardian Authorization to Send IEP/504 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, Individualized Education Program (IEP), and 504 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 but not limited to data collection forms and SSCA documents
 - Draft copies
 - Finalized copies
- 504 Documents, including but not limited to assessments and data collection forms
 - Finalized copies
- IEP Progress Reports and Report Cards
- School Assignment Letter

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/504-related documents via email.

If I do not give my permission, I understand that the above-mentioned eligibility and IEP/504-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: _____