

**2011-12 MES WEEKLY GREEN FOLDER
E-MAIL OPT-OUT FORM**

Last year, Montclair Elementary School began offering parents the choice to receive some Weekly Green Folder (the school's weekly correspondence to parents) contents by email. Documents are now also listed on the school's website under the "Green Folder Files" section.

Most of the information that is emailed is considered "community" information, such as information on classes, camps and more. Critical school event information, all OUSD correspondence and teacher communications will still be provided in hard copy in your child's Green Folder.

Please check one of the boxes below to let the school know if you wish to receive Green Folder correspondence by email or hard copy:

I **DO** want most Green Folder information sent to me by email.

Email Address(s): _____

I **DON'T** want most Green Folder information sent to me by email. I'd like to receive it all in hard copy through my child's Green Folder.

Student's Full Name and Grade: _____

Return this form together with the rest of your registration packet to the school office between Monday, August 22, and Friday, August 26, or drop off your forms at in-person registration on Friday, August 26.

If we do not receive an opt-out form from you, you will continue to receive the entire contents of the Green Folder in hard copy.