

Dear Parents/Guardians,

Student Name: \_\_\_\_\_

**Paperwork Checklist 2019-2020 FOR RETURN TO SCHOOL**

*Did you return the following paperwork to school?*

- \_\_\_\_\_ Parent Sign off for Handbook, Technology Policies, COPPA, and Directory Information - this form (online)
- \_\_\_\_\_ Release Information to Military – Grades 11 & 12 (will receive electronically from H.S.)
- \_\_\_\_\_ Federal Lunch Program Applications – Grades K-12 – optional (online)
- \_\_\_\_\_ Student Accident Insurance – optional (online)

*Did you complete these items online?*

- \_\_\_\_\_ Did I correct any updated addresses, phone numbers, or emergency contacts on Sapphire Parent Portal (K-12)?
- \_\_\_\_\_ Did I correct any updated phone numbers and emails in Blackboard Connect? (K-12)
- \_\_\_\_\_ Did I create an account for K12paymentcenter.com to add lunch money to an account electronically? (K-12)
- \_\_\_\_\_ Did I complete the Medical Update Form on Sapphire Parent Portal? (K-12)?

\* Instructions to access Sapphire Parent Portal, Blackboard Connect, and K12paymentcenter.com are located at [nwlehighsd.org](http://nwlehighsd.org)

**Please initial in the appropriate location below for each area.**

**STUDENT/PARENT HANDBOOK**

\_\_\_\_\_ I acknowledge that I have read the *Student/Parent Handbook* for the 2019-2020 school year. I agree to support the policies and procedures described within the handbook and have discussed them with my child.  
(initial)

**TECHNOLOGY POLICIES**

\_\_\_\_\_ I acknowledge that I have accessed a copy of the Acceptable Use of Technology Policies accessible at [www.nwlehighsd.org/policies](http://www.nwlehighsd.org/policies). I have read policies 815, 815.1, 815.2, 815.3, and 815.4 governing acceptable use of the technology and electronic resources and agree with its terms. I understand that this access is being provided for educational purposes only. I understand that not all inappropriate and/or controversial access can be restricted. I will not hold Northwestern Lehigh responsible for information/material acquired on the network. I give permission to issue internet access to my child.  
(initial)

Please discuss these policies with your child. The use of computers is required for many school assignments.

**INTERACTIVE WEBSITE PRIVACY PROTECTIONS / COPPA – applicable only if your child is under 13**

\_\_\_\_\_ I acknowledge that I have accessed the NWLSD approved list of interactive websites for the 2019-2020 school year available at <http://www.nwlehighsd.org/COPPA> and have reviewed the provided privacy policies for each site. I give permission to the Northwestern Lehigh School District to create an account for my child to access the websites and applications listed, consent for the use of the website and/or application with your child, and that you agree to the privacy terms as enumerated on each website. I understand that some personally identifiable information (first name, screen name and/or work samples) may be posted on the publically-accessible Internet.  
(initial)

**NOTICE OF DIRECTORY INFORMATION**

\_\_\_\_\_ I acknowledge that I have accessed a copy of the Notice of Directory Information accessible at [www.nwlehighsd.org/directoryinformation](http://www.nwlehighsd.org/directoryinformation). I have read the Notice of Directory Information that describes the information designated as Directory Information and can be disclosed without written consent. I understand the process and timeline to notify the District if I do not want Directory Information from my child's educational record disclosed without prior written consent.  
(initial)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**Please return this entire form completed to your child's teacher on the first day of school.**