

**BRITTEN SCHOOL**  
**AUGUST 2022- AUGUST 2023**

**PARENTLINK**

Dear Parent/Guardian,

School to parent/guardian communication is a vital tool in the process of successful education for all students. It is Britten’s initiative to keep parents informed of school events and emergency closings. For this reason, an electronic messaging service called ParentLink will be utilized to record and send messages to parent/guardian via phone (text and voice message) and email. The ParentLink communication offers these main services to Britten School. These services are:

1. ParentLink will be utilized to notify parents/guardians when a student has not been called in absent.
2. ParentLink will also be utilized to inform parents/guardians regarding school events that are focused on increasing family involvement at school functions. Events such as Parent-Teacher Conferences and Book Fair are examples of school events that will be promoted using ParentLink messaging services.
3. In addition to the standard radio and TV notification systems already in use, ParentLink will be utilized to inform parents/guardians if there is a school emergency, such as a building closure due to inclement weather.

We will require the means that you wish to be contacted, such as, phone, text, and/or email. Parent/guardian may select **one or all three** means of contact. Once the parent/guardian has provided Britten School the contact information, it will be placed in the ParentLink system. In the future if there is a school closing or an event reminder the message will be broadcasted via phone, text, and/or email.

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**Student Name**

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<b>Parent/Guardian Name</b>	<b>Phone #</b>	<b>Text/Call</b>	<b>Email</b>
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<b>Additional Contact Information</b>	<b>Phone #</b>	<b>Text/Call</b>	<b>Email</b>
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