



# Nu'uano Directory and Email Broadcast Service SY09-10

Please complete, sign and return this form to the school by Friday, August 14, 2009.

## STUDENT DIRECTORY AUTHORIZATION

Participation in the student directory is **voluntary**. Please check the appropriate box in each section to indicate your authorization to include information in the directory. Directories will be distributed by grade level. Submit only one form per family. If this form is not submitted, the student's information will not be listed in the student directory.

**Yes** I authorize the student information below to be listed in the directory.

**No** I do not authorize the student information below to be listed in the directory.

### STUDENT INFORMATION

	Student #1	Student #2	Student #3
Last Name			
First Name & Middle Initial			
Grade Level			
Room			

**Yes** I authorize the student information below to be listed in the directory.

**No** I do not authorize the student information below to be listed in the directory.

### Father

### Mother

### STUDENT RESIDENCE

Address		
City & Zip code		
Evening Phone		

### PARENTS/GUARDIANS

Name		
Occupation		
Company		
Daytime/Cell Phone		
Email address*		

\* Please provide your preferred email address(es) for receiving school information. Please print clearly!

## EMAIL BROADCAST AUTHORIZATION

**Yes** I authorize the email addresses provided above to be included in the 'Aikane Email Broadcast Service (refer to attachment for more details).

**No** I do not authorize the email addresses provided above to be included in the 'Aikane Email Broadcast Service (refer to attachment for more details).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 'Aikane o Nu'uano Communication Services

## Email Broadcast Service

What is this service all about?

- The Email Broadcast Service is a free service for Nu'uano families that sends out email broadcasts to all parents with timely announcements and reminders about school activities and events. We know that parents are busy people! Aikane is offering parents and guardians the choice of subscribing to this service to ensure families are quickly informed and fully aware of the events involving their children. The email broadcasts will not include frivolous information or spam, but will focus only on official business. Broadcasts will also be sent in case of schoolwide emergencies. The goal of this service is to leverage technology to keep everyone informed.

Who is 'Aikane o Nu'uano?

- You are! 'Aikane o Nu'uano is an all-volunteer organization comprised of Nu'uano School's parents, teachers and staff. To volunteer for activities or events, click on the Contact Us link on our website <http://nuuanuschool.org> and you will be able to send an email message to 'Aikane.

How do I subscribe to this service?

- Complete the **Nu'uano Directory and Email Broadcast Service SY09-10 Form**, sign the authorization, and submit to your child's teacher. Alternatively, you can send an email message to [aikane.registrar@nuuanuschool.org](mailto:aikane.registrar@nuuanuschool.org) with "Please Subscribe" in the subject line, and include your name, your child(ren)'s name(s) as well as grade level(s) in the message body. When your subscription request is received, you will be sent a confirmation email.

What if I am already subscribed to the email broadcast service, do I need to do anything?

- Please complete the form so that we may update our records and add any additional email addresses listed on the form.

How do I change/add an email address?

- Send an email message to [aikane.registrar@nuuanuschool.org](mailto:aikane.registrar@nuuanuschool.org) with "Please update" in the subject line and include your updated information in the message body.

How do I unsubscribe?

- Send an email message to [aikane.registrar@nuuanuschool.org](mailto:aikane.registrar@nuuanuschool.org) with "Please unsubscribe" in the subject line. The sender will be deleted from the broadcast distribution list. Be sure to send a message from each email account that you intend to unsubscribe.

When can I unsubscribe?

- At any time.

Do I need to unsubscribe when my youngest child graduates?

- Yes, we will send out a reminder at the end of the year.

Will my email address be visible on the broadcast email messages?

- No, we intend to keep all email addresses strictly confidential and will use the blindcopy feature when sending the broadcast messages. This means only the sender's address will be visible. Further, we will not release any email addresses to businesses or permit their use for any commercial purposes.

Do I need to set up anything on my email server?

- No, but since we are using the blindcopy feature when sending broadcasts, be sure you allow messages from sender [aikane.broadcast@nuuanuschool.org](mailto:aikane.broadcast@nuuanuschool.org) to be received through your email filters. Otherwise the messages will not get into your Inbox.

Will this service include information specific to grade levels or classes?

- At this time, this service is intended to broadcast schoolwide information only.

Will this service replace paper flyers sent home with my child?

- No, this service is intended to complement the flyers and also serve as reminders. Whenever possible, a PDF (portable document format) version of the printed flyer will be attached to the broadcast message or a web link to the documents will be provided in the message.

How many email addresses may I register?

- As many as you desire. You can have one for Mom, Dad, Grandma, Grandpa, etc. You can also register multiple email addresses for each person.

What happens if I send an email to the broadcast sender?

- The email address [aikane.broadcast@nuuanuschool.org](mailto:aikane.broadcast@nuuanuschool.org) is used for sending messages only. If you reply to a broadcast message, your email message will not be answered. You may send general questions directly to [info@nuuanuschool.org](mailto:info@nuuanuschool.org) or via the Contact Us tab on the 'Aikane website <http://nuuanuschool.org>.

If I have questions regarding this service or if I am having trouble reading the messages, who can I contact?

- Please send an email message to [aikane.registrar@nuuanuschool.org](mailto:aikane.registrar@nuuanuschool.org).

If I have questions regarding the content of a broadcast message, who can I contact?

- You should contact the person identified on the flyer or [info@nuuanuschool.org](mailto:info@nuuanuschool.org).

Who is providing this service?

- 'Aikane o Nu'uaniu's Communications Committee maintains the email distribution list and sends the broadcast messages. The committee coordinates closely with the school's Parent-Community Networking Centers (PCNC) Facilitator to ensure pertinent schoolwide information is communicated through this service to keep everyone in the know.

## Website

What is the URL for the 'Aikane website?

- <http://nuuanuschool.org>

Who maintains the website?

- 'Aikane o Nu'uaniu's Communications Committee maintains the website.

How does this website differ from Nu'uaniu Elementary School's own website?

- The content on this website focuses on the 'Aikane o Nu'uaniu organization's events and activities such as General Membership Meetings, Family Fun Night, Early Arrival Care, Intersessions Programs, Summer School, Fundraising, and Campus Beautification events.

How can I contact 'Aikane if I have a question or I would like to volunteer to help out?

- Click on the Contact Us link and you will be able to send an email message to 'Aikane. The Communications Committee will respond to your message.