



Dear Parents/Guardians:

October 21, 2009

You are now able to register your email address to Norwalk Public Schools to receive school district communications. "**NPSconnect**" is the district's portal to access the enrollment process. Go to the URL [www.tinyurl.com/npsconnect](http://www.tinyurl.com/npsconnect). You will need your child's student ID number to register.

THE STUDENT ID IS A SIX DIGIT ID NUMBER ALL STUDENTS USE TO INITIALLY LOG-ON TO SCHOOL COMPUTERS. THIS NUMBER IS ALSO PRINTED ON YOUR CHILD'S REPORT CARD (6 DIGITS). IF YOU CANNOT FIND THE NUMBER, PLEASE GO IN PERSON TO YOUR SCHOOL'S MAIN OFFICE AND ASK FOR YOUR CHILD'S ID NUMBER. ID NUMBERS WILL NOT BE GIVEN OUT OVER THE PHONE.

Registering your email address will enable the Norwalk Schools to provide you with important information via email. This information can now be sent to you instantly while saving time, paper and printing costs. By adding your email address, you are giving your approval for school administrators to send you emails.

If you have more than one child attending Norwalk Public Schools, you must fill out a separate form for each child. Remember to "hit" submit for each form you complete.

***NPSconnect... connecting the Norwalk Schools with you!***

PLEASE NOTE: The Norwalk Public Schools will uphold Family Education Rights and Privacy Act (FERPA) regulations. We do not sell or distribute emails to anyone outside the District. If you choose to provide your email or other contact information to your PTO/PTA, Norwalk Public Schools is not responsible for protecting the confidentiality of that information, including any third party to whom the PTO/PTA may choose to share your information.

Email addresses submitted to NPSconnect will be matched to your child's school records that are stored in our Student Information System. All emails will be sent out from Central Office or from the individual school offices. PTA/PTO/PTC news and other related school information **MUST** be submitted to the school principal first for approval, and then the school principal will send out approved correspondences.

Once we have email addresses from parents, we can begin the second stage of NPSconnect which will provide parents the ability to login to a website to check their child's attendance. You will be emailed instructions on how to log-on to this system when the website is made available.

Sincerely,

Tony Daddona  
Assistant Superintendent