



Administrative Form 5008  
**STUDENT EMAIL NOTIFICATION FORM**  
(Formerly 7626)

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**Responsible:** Office of Information Technology

The Washoe County School District ("District") is requesting your permission to enable an externally-accessible student email account to be used to communicate with teachers, staff, students, and others outside of the District's email system/domain. Your student's school has identified the following important educational uses of an externally-accessible student email account.

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The District uses Microsoft's Office 365 suite (software programs) for staff and students. This is the standard District supported platform, or technology, where staff and student file storage and email are issued and managed. These on-line applications are used as part of the instructional process, and support your student's learning.

**Please complete this form and return it to your student's school office.** If you have any questions regarding safety and security in Office 365, please contact your school or visit the Microsoft Online Services webpage for the Office 365 Privacy Statement:

<https://www.microsoft.com/online/legal/v2/?docid=22&langid=en-us>

Check the box to allow the District to issue your student an externally-accessible student email account.

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
School

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**School: Store in secure location and submit to IT digitally**