

**Intermediate School 230 Q**

73-10 34 Avenue

Jackson Heights, New York 11372

Telephone: (718) 335-7648

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**Sharon Terry, Principal**

**Bibi Rahamatulla, Assistant Principal**

**Izett Thomas, Assistant Principal**

**Donna Vitale, Assistant Principal**

**Ronald Zirin, Assistant Principal**

September 2009

Dear Parent/Guardian:

Intermediate School 230 has contracted with School Messenger Inc. to provide an immediate and effective means of communications with each family. Last year, the automated phone system was updated to provide important information including student absence or lateness, important meetings and school events. The system may also be implemented in case of emergency. Please provide your home phone number to ensure the system has the most current information.

Many parents have expressed that email is also a desirable method of communication. During the 2009 – 2010 school year, we will be implementing a system of email communication. Our desire is for the email system to compliment the phone system in order to reach as many families as possible on a regular basis and provide timely absence, lateness and important information. Please take a moment to provide your email address below, and have your child return the tear-off to their homeroom teacher.

Thank you for your assistance in improving communication between the school and home.

Sincerely,

Sharon Terry  
Principal

STrz



**Please complete this portion and have your child return it to his/her homeroom teacher.**

**Student's Name** \_\_\_\_\_ **Class** \_\_\_\_\_

**Parent's Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_