

HENDERSON COUNTY SCHOOLS

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Dr. Bob Lawson, Superintendent



To: Board of Education Members

From: Bob Lawson, Superintendent

Date: July 14, 2025

Re: 08.2324 AP.2 - Consent for Outside Traceable Communications

Attached is the administrative procedure Consent for Outside Traceable Communications for your review. We have updated the district's consent form to include the following additional information:

- **For students:** The school the student attends
- **For staff and volunteers:** The specific school/building location of their assignment or service
- **Expiration date removed:** The form will no longer include an expiration date, allowing for continuous use unless otherwise updated or revoked

These additions will help ensure accurate documentation and alignment across our school and program records.

Consent for Outside Traceable Communications

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

Do not submit this form to your child's school unless it has been signed by both the parent and the staff member or volunteer.

Name of Student: _____

Student's School: _____

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: _____

Reason(s) for the communication: _____

Is Parent/Guardian to be included on all communications? ☐ Yes ☐ No

Expiration Date for this form's consent: _____

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

Signature of Parent _____ Date _____

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

Signature of Employee or Volunteer _____ Date _____

Employee/Volunteer School Location: _____

Consent for Outside Traceable Communications

For administrative office use only:

Received by

Date