



## LUTHER BURBANK MIDDLE SCHOOL

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August 15, 2018

Dear Families,

I am excited to announce an online student registration/data validation system for the upcoming school year. The system is a secure and green process which allows Luther Burbank Middle School to verify all student demographic, emergency, and medical information for our students prior to the start of the new school year. The system will also allow parents/guardians to electronically sign the annual permission forms for the school policies. In short, this online process will replace most of the hard copy student registration and permission forms that your student brings home on the first day of school.

Within the next few days you will receive an email with instructions on how to access the system for your child/children. The email will contain a link/instructions and a secure "snapcode" that links directly to your child's information. You will create an account that you will use each year for this process, and submit a form for each child in your family. To make the process easier for families with multiple students, you will have the option to copy all generic family information to all other students in your family.

We would appreciate that all families take action and complete these forms as soon as possible after receiving the "snapcode" email. Your student's registration will not be marked complete until the forms have been submitted. If you do not have access to the Internet, please contact our school office and we will set you up with a computer here at Luther Burbank. If you have any questions at all, please contact me directly.

Best Regards,

A handwritten signature in cursive script that reads "Laura J. Friend".

Laura Friend  
Principal

Steven Grant  
Assistant Principal

Judy Ursuliak  
Administrative Assistant