

Request to Text Message Students

Employee's name (*print*): _____

Provide a brief description of the class/group that will be using the electronic communication tool and the purpose of the intended use.

Only an employee or contracted worker who has a **cocurricular or extracurricular** duty may use text messaging as part of an approved activity to communicate with students who participate in the cocurricular or extracurricular activity over which the employee has responsibility.

Prior to communicating with students via text messaging, you must obtain written approval from your campus principal on this form and must obtain prior written permission from the parent/guardian of each student on the CCISD Text Communication Authorization Form. **In addition**, you must follow one or more of the following procedures, as directed by your principal:

- You may only text message with students using the following group messaging application(s) _____.
- You must include the student's parent as a recipient on all text messages.
- You must include _____ (*immediate supervisor or designee*) as a recipient on all text messages.
- You must send a copy of the text message to your district email address.

I, _____ (*employee name*) verify that I am aware of the relevant District policies and regulations regarding electronic communications with students. In addition, I verify that I have reviewed the policies and regulations relating to acceptable use of electronic communications. See CQ(REGULATION) and DH(LOCAL).

Employee's signature: _____

Employee's cell number that will be used for this purpose: _____

Date: _____

- Approved
- Denied

Principal's Signature: _____ Date: _____