

Sandra D'Avilar, Principal  
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**DO NOT COMPLETE THIS FORM** if you already receive School Emails!

Parent Email Request Form 2019-2020

Welcome Parents/Caregivers!

We are requesting your e-mail address for the Parent Coordinator's and PTO's Email parent group lists. Only complete this form if you are new to our school, have a new student (or sibling) attending, or need to make a change to your Email address.

You may forward this information by e-mailing: [cderrell@schools.nyc.gov](mailto:cderrell@schools.nyc.gov) & [ptops9@gmail.com](mailto:ptops9@gmail.com)

You may also complete this form and return it to the main office, or submit it to your classroom teacher. Thank you.

**Check here** if you already receive School Emails

(Please print clearly)

Parent Name(s): \_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_

Primary Telephone: \_\_\_\_\_

Student Name: \_\_\_\_\_ Class or Grade: \_\_\_\_\_

Sibling Name at PS9: \_\_\_\_\_ Sibling Grade: \_\_\_\_\_

Sincerely,  
Charmaine Derrell-Jacob  
Parent Coordinator