

BERNARDS TOWNSHIP PUBLIC SCHOOLS

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NICK MARKARIAN
Superintendent of Schools

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August 29, 2014

Dear Parent/Guardian,

It has come to my attention that some parents have not received messages sent via the Friday Folder email system; this is likely because parents only receive the Friday Folder messages they have signed up to receive. Please be advised that Friday Folder messages are distributed by individual school *or* district wide. School specific messages are sent as *School Friday Folder* emails. Messages that apply to families across the entire district are sent as *District Friday Folder* emails. As a result, if a parent is only signed up to receive Friday Folder messages for a specific school, but not for the entire district, messages sent as *District Friday Folders* will not be received. For this reasons, all parents are encouraged to make sure that their Friday Folder account is updated to receive *District Friday Folder* emails as well as any individual *School Friday Folder* emails that may apply. As an example, if you have children enrolled in Cedar Hill Elementary School and Ridge High School you would want to have your Friday Folder profile set up to receive *District Friday Folder*, *Cedar Hill Friday Folder*, and *Ridge High School Friday Folder* emails.

Clearly, communication is very important and I want to be sure parents are getting important documents since the Friday Folder email system has replaced all paper mailings. Examples of recent *District Friday Folder* emails include messages about the Home Access Center and the Superintendent's Welcome Back-to-School letter. If you did not receive the Superintendent's Welcome Back-to-School letter, you may view it by clicking [here](#). Please understand that you must be signed up to receive *District Friday Folder* emails to receive these and other important messages. If you need to check or modify your Friday Folder profile to ensure that you are getting all of the district messages, click the "update profile" link at the bottom of any Friday Folder email you have received. Thank you for your support in helping to keep communication lines open.

Sincerely,



Nick Markarian