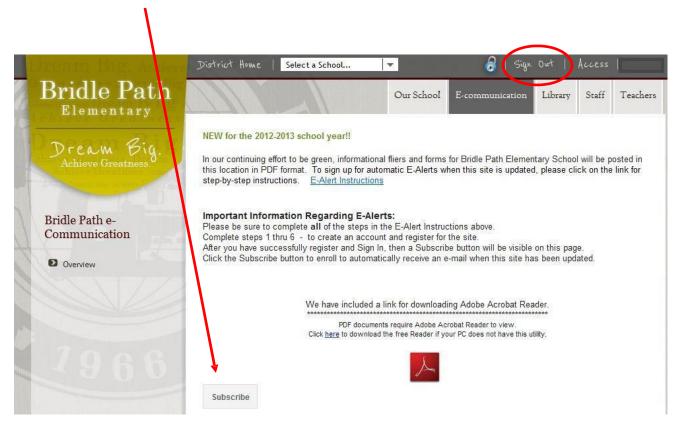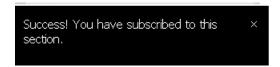Dear Parents and Guardians of Elementary School Students,

In order to provide the best possible communication between our school and your household, we request that you register on our website and subscribe to E-Alerts for the E-Communication website.

Here's how you register and subscribe for E-Alerts. (If you have previously registered on the website, please Sign In to the website and skip to step # 7 in the list of directions below to subscribe to E-Alerts.)

1. Navigate to the website. The address of the website is: www.npenn.org
2. Click **Register** at the top right of the screen.
3. Enter your date of birth and click Submit. (You must be at least 13 years old in order to register.)
4. Complete the data fields in the registration form. At a minimum, you must complete the required fields of First Name, Last Name, Email Address, User Name, Password and Confirm Password fields. All information that you enter is kept private and is available to only you and website administrators.
5. If registration is successful, you receive a success message. Sign in to the website by clicking the Sign In link in the message or clicking Sign In located at the top right of the screen.

6. Once you have signed in, you are ready to add E-Alert Subscriptions. (You know that you have successfully signed in because the Sign Out appears on the upper toolbar.)

7. Click on the Subscribe button that appears on the bottom left of your schools e-Communication Overview webpage. See example below.

You will see the message below appear on your screen – Success! You have subscribed to this section.

(Please note: After you have successfully subscribed, an unsubscribe button will appear each time you logon. When you no longer wish to receive the automatic e-mail notifications from this site, then you will click that button to remove the subscription.)