**Town of Colchester Public School Enrollment Form Process**

*\*\*This is the process specific to emailing the form to an official at a school\*\**

1. Fill in the Little League required enrollment form as follows:
	1. Complete the upper section that states the parent/guardian is to fill it in. Include signature.
	2. Complete certain fields in the middle section with the following:
		1. Printed/typed name of the school Principal for the school you are submitting the form to
		2. Name of the school you are submitting the form to
		3. Address and phone # of the school you are submitting the form to
		4. School year you are asking them to verify for
		5. Date the student began enrollment at the school
2. Scan or save the form with all the information in step 1 filled in.
3. Open a new email; Attach the saved or scanned version of the form you completed
4. Using the list below, use the email address for the listed official at the correct school and put that email address in the To: line of the email
	1. Jack Jackter Intermediate School (JJIS):
		1. Contact name: Debbie Mientus
		2. Contact email: dmientus@colchesterct.org
	2. William J Johnston Middle School (WJJMS):
		1. Contact name: Michele Morgan
		2. Contact email: mmorgan@colchesterct.org
	3. Bacon Academy:
		1. Contact name: Susan McKiernan
		2. Contact email: smckiernan@colchesterct.org
5. Copy and paste the following statement in the body of the email:

To *<<type contact name>>* at *<<type school name here>>*,

This email is to request the attached form be signed and dated by the Principal of the school to provide enrollment information/verification information that will be submitted to Little League as proof of eligibility.

In order to allow the District to release the student information that Little League requires to participate, I provide my consent as the parent/guardian of the listed student.

Please consider this as proof of my ‘electronic’ signature granting the district my permission to share the requested information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Parent/caregiver signature

*(type name on the signature line in lieu of signature)*

Thank you very much,

*<<type your name here>>*

1. Send the email, with the attached (filled in) form, to the contact listed for the correct school, with the sample email note
2. Receive the completed form back from the school and submit to your coach/coordinator
3. If you prefer to bring the form to the school in person, please see those alternate instructions instead.