[Date]

[Parent/Guardian Name]

[Address]

[City/State/Zip]

Dear [Parent/Guardian],

We have some exciting news to share with you! As the upcoming school year approaches, we are getting ready to open up Family Access to parents. This online portal will help you both monitor and participate in your child’s education and communicate with teachers, coaches, and support staff.

In Family Access, you will view your student’s attendance, grades, upcoming assignments, and other important information. Your children will have their own accounts, where they will check grades, complete online assignments, and more.

It is easy to register for this free service. [Please sign and return the attached form] or [Please follow this link to complete the signup form.]

To learn more about Family Access, be sure to check out Skyward’s parent toolkit at [skyward.com/parents](http://www.skyward.com/parents). If you have any questions or concerns, please contact [contact name] at [contact phone number and email address].

Sincerely,

[Administrator’s name]