[Date]

[Staff Member Name]

[Address]

[City/State/Zip]

Dear [Staff Member],

We have some exciting news to share with you! Beginning in November, we will be rolling out Skyward’s Family Access to parents and students. It is our hope that this tool will help us build stronger relationships between parents, students, and our school community.

You may begin to notice a difference relatively soon after Family Access goes live, as parents have access to information on student grades, behavior, and attendance. The built-in messaging system should replace email for most of your communications home.

Perhaps most importantly, parents will be able to see any future assignments or assessments you have posted, which means they will be able to assist with both time management and content immersion.

I encourage you to review Skyward’s teacher toolkit at [skyward.com/teachers](http://www.skyward.com/teachers) for even more information and training videos to help you get the most from this tool.

We are excited about the potential Family Access has to help us reach a larger number of our students and their families. If you have any questions or concerns, please contact [contact name] at [contact phone number and email address].

Sincerely,

[Administrator’s name]