

Please create a copy of this document to make edits to the text.

How to use this template:

- **Who it's for:** Send this announcement to your families to let them know that your organization is adopting ParentSquare and provide a quick overview of what to expect
 - **Recommended channel:** Email
 - **Customize:** This highlight indicates placeholder text and examples to update, but feel free to make any changes you'd like!
-

Subject: [District/School Name] is introducing a new way to stay connected

Dear [School or District Name] families,

We're excited to share that we've adopted a new communication platform called **ParentSquare** to help us keep you better informed and more connected with your school community.

With ParentSquare, you'll receive all school and classroom messages in one place and translated into your preferred language—whether by email, text, app, or web. You'll also be able to:

- Stay up to date on news and events
- Send and receive messages with teachers and staff
- Fill out forms and permission slips
- Sign up for conferences and volunteer opportunities
- View calendar items and photos from your school

All school, grade-level, and classroom communications will now come through ParentSquare.

To get the most out of ParentSquare, we encourage you to download the free mobile app, available for iOS and Android. You can also access ParentSquare from your web browser at www.parentsquare.com.

We'll be sharing more information soon, including how to set up your account and customize your notification preferences.

Thank you for your continued partnership in supporting your student's success.

Sincerely,
[Your Name]

[Title]

[School or District Name]