

Remind Hub class introduction letter

For community engagement

To help make your rollout as successful as possible, you may want to equip teachers and staff members with resources for letting families know that they'll be using Remind. We've found that classroom-level outreach can be extremely effective in supporting the other communications that students and families may be receiving about Remind.

In this document, you'll find a **sample introduction letter** that teachers can customize with their class information and share with families.

How to use this document

There are **two versions** of this letter, one for schools and districts *with* rostering (Remind accounts are created for family members) and one for schools and districts *without* rostering (family members need to join Remind). Please make sure to choose the correct version for your organization.

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Before sending these letters, teachers should remove the highlighted **ROSTERED/NOT ROSTERED** header from the document and **update any details that are indicated in red.**

If you prefer, you can make and edit your own copy of this document [here](#).

ROSTERED

Dear families,

Welcome to **[CLASS NAME]**! I'm using Remind to help keep you informed about important news and updates. Remind is a free service that allows you to get messages directly on your phone.

The school will automatically enroll you in my class, so you should expect a notification to your phone and/or email! If you don't receive one, please log in to Remind using your phone number or email address registered with our school's student information system. Check out the video [here](#) for an overview.

Signing up for smartphone notifications

1. Download the Remind app on your Android or iOS device. Click here for a link to the apps: rmd.me/a
2. Open the app and enter the contact information (phone or email) where you received your first Remind notification.
3. Follow instructions to set up a password.

The app isn't required to use Remind. You can also receive and reply directly to Remind messages via SMS text or email.

A few other things you might like to know:

- Our personal contact information (like cell phone numbers) will not be visible on Remind.
- All of our messages will be recorded in communication logs that you can access and download.
- Remind can automatically translate all the messages you receive and send into your preferred language. Check out [these instructions](#) for updating your account.

If you have any questions, please feel free to contact me. I'm looking forward to connecting with you!

NOT ROSTERED

Dear families,

Welcome to **[CLASS NAME]**! I'm using Remind to help keep you informed about important news and updates. Remind is a free service that allows you to get messages directly on your phone.

Joining my class on Remind is easy. You can choose whether you prefer text messages or smartphone notifications.

Signing up for text messages

1. Text my class code @**[CLASS CODE]** to the phone number 81010 or **[REMIND PHONE NUMBER]**.
2. Reply to the text messages from the Remind team.

Signing up for smartphone notifications

4. Download the Remind app on your Android or iOS device. Click here for a link to the apps: rmd.me/a
5. Open the app and create an account (or log in if you already have one).
6. Tap the + by "Classes joined" and enter my class code @**[CLASS CODE]**.

That's all you need to do to start receiving messages!

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If you have any questions, please feel free to contact me. I'm looking forward to connecting with you!