

For School Leaders (Rostered)

[DISTRICT NAME] is implementing [Remind](#) districtwide! As part of the rollout, we've created official Remind accounts for all the educators, students, and parents in your school community.

If you're not already familiar with Remind, it's a messaging tool that helps teachers engage students and parents every day as well as helps school administrators who wish to connect with their community schoolwide. As an administrator, you'll be able to manage your school community with advanced controls and analytics, while your teachers will have access to expanded communication features. We've already [set the preferred language](#) for everyone in your community. We encourage you to use [this](#) resource so you can send translated messages to parents and students who want to receive messages in their home language. You can learn more about Remind's translation tool [here](#).

On [DATE], you'll receive an email from Remind (if you don't see it, please check your spam folder). Or please go to [remind.com](#) and log in with your school email address.

[NAME OF TRAINER] will set up a time to walk you through Remind, and training for your school's staff will also be provided. For a quick look at what else you'll have access to as an administrator, just check out this guide [here](#).