To our parents and guardians-

You will be getting an activation letter from ParentSquare, which will be our primary platform for school communication from Monroe One BOCES moving forward. Attached to this email is a brief introduction on how it works.

This new parent tool will allow you to access information through email, text messages and a free App**. It is important for you to provide updated contact information** through SchoolTool. You can do this by reviewing the student information sheets that were sent home this summer and return them to school with any updates or changes.

Please make sure to allow emails and text messages from ParentSquare so you can get instant notifications. **You will need to set this account up in addition to any account you have with your child’s home district, including an existing ParentSquare account.**

You will use ParentSquare to:

* Get COVID-19 updates, including when your student has been selected for the randomized testing while at school
* Access and fill out electronic forms, such as the COVID-19 test opt-out form
* Get emergency alerts
* Attendance alerts *(coming soon)*
* Receive messages from your student’s principal via email, text or app notification
* Fill out forms and permission slips
* Communicate in your preferred language
* Additional features will be added
	+ Direct messages to teachers, staff and others
	+ Important messages from your student’s teacher
	+ Seeing calendar information
	+ Send and receive school and class information
	+ Access to school postings and calendar information

**Starting this week,** families who have a student selected for the COVID-19 testing will get an alert through ParentSquare. A similar notice will go out to a different group of families every week.

ParentSquare will be sending you an activation email soon. You can also join by going to ParentSquare.com and clicking “sign in” in the upper right corner. You will need to use your email that you provided for SchoolTool.

You can also install the app and signup when you launch it for the first time on your device.

For more information, visit Monroe.Edu/ParentSquareInfo