

123 Main Street
Anytown, CA 12345

Parent/Guardian of:
CASEY LEE
456 MAIN STREET
ANYTOWN, CA 23456

Welcome to 8th Grade! Here are some tips to help Casey have a great start to the school year!
- Kendal Sanchez, Principal

Dear Parent/Guardian of Casey Lee,

We are excited to welcome Casey to the start of 8th Grade! We have a lot to look forward to this year!

To help our community stay healthy, we will begin the year with remote learning. Here are a few things to help you get ready:

- **First Day:** Casey's first day will start at **8 am on Tuesday, August 18**. Log in with Casey at [\[login-link\]](#) using the instructions on the back of this letter. Casey's teachers look forward to seeing Casey online!
- **Contact Info:** Do we have the correct phone number, email, and mailing address on file for you? Update your contact info at [\[contact-info-update-link\]](#)
- **Attendance:** Connecting to remote learning every day is required and will help Casey stay connected to teachers and on track in 8th grade. If Casey ever needs to miss class, please call [\[phone-number\]](#) to let us know.
- **We're here to help:** If we can help with things like login, internet, devices, grab and go meals, health and mental health, or anything else, call [\[phone-number\]](#).

Welcome back Casey!

Sincerely,
Kendal Sanchez
Principal
Anytown High School



Casey's First Week of School Plan

Help Casey fill in the blanks to make a plan for an awesome first week of school!



STEP 1: Prepare for your first day

My remote learning login page is [\[login-link\]](#).

My username is _____

My password is _____

- Check your email for a message with Casey's username and password
- If you do not know Casey's username and password, call [\[phone-number\]](#)

On my first day, I should log in at _____ (time)
Most students will start at 8am



STEP 2: Make a plan for a great first week!

I will log in each day by _____.
time

My special learning place will be _____.
a quiet place, if possible

If I need help I will ask _____.
a caring adult



STEP 3: Hang this page on the wall or fridge as a reminder!

Questions?

- Learn more about what to expect for the first week of school at [\[info-link\]](#)
- Need a distance learning device or internet access? Go to [\[device-link\]](#) or call [\[device-phone\]](#)