

COMMUNICATION TEMPLATE
SAMPLE NEWSLETTER/WEBSITE COPY

Announcement: Technology questionnaire for families

As we plan for the upcoming school year, we know that technology will be an essential factor in continuing to help our students learn no matter where the school day takes place. That's why we are working to ensure every student has access to a device and Internet connection suitable to participate in distance learning activities.

The next step in that process is contacting families by **[phone/email/text message]** with a few questions about student device and internet access. Over the next two weeks, you may receive a call from a school district staff member asking you about how your student accesses online learning materials, the device available to them, and the Internet connection in your current location.

If you have any questions about this process or would like to share more information about your student's technology access, please contact **[name of the person coordinating outreach]** at **[phone]** or **[email]**. Thank you for your cooperation!

*Please note that **our staff members will never ask you for sensitive information, such as student identification numbers, passwords, usernames, or billing information. If you receive any suspicious calls, please contact [name of the person coordinating outreach] by phone or email.***