

This document is meant to be a template. Text in all caps provides guidance for building out this support document.

Dear Parents,

I hope this letter finds you well, even during this uncertain time. We certainly are experiencing some unprecedented events. As we prepare for the coming school year and the possibility of distance learning, we must ensure that all students have the access they need to continue learning.

Issuing Devices

[PROVIDE INFORMATION ABOUT WHERE, WHEN AND HOW FAMILIES WILL PICK UP THEIR DEVICE]

Please read through the device loaning contract that you will be asked to sign prior to receiving your device. [LINK OR INCLUDE DEVICE LOANING CONTRACT LANGUAGE]

Internet Access

If you do not have access to the internet in your home, due to **affordability concerns**, consider the low-cost options. For example, families may apply for [Internet Essentials from Comcast](#) or [Access from AT&T](#).

If you do not have internet options due to **lack of connectivity in your area**, the following WiFi hotspots are available.

- The school parking lot
- [NAME] Library at [ADD ADDRESS]
- [ADD OTHER OPTIONS]

While accessing the WiFi, please respect the social distancing guidelines and remain in your car.

If you still are having internet access issues, please reach out to [PROVIDE NAME AND CONTACT INFORMATION].

Participating in Class Activities

[PROVIDE SPECIFIC DIRECTIONS FOR ACCESSING ASSIGNMENTS, ONLINE CLASSES, ETC.]

I want to thank everyone in advance for your support, patience, flexibility, and understanding during this time.

Sincerely,

[SIGNATURE]