Dear Parent,

Thank you for your support and understanding with the school’s decision to switch to online learning until **[INSERT DATE]**. Please know that we are committed to offering your child the best educational experience. You’ll be glad to hear that many best practices for teaching and student learning can be conducted through online platforms.

The main online tool we will be using to offer instruction is **[INSERT YOUR SCHOOL’S LMS OR OTHER TOOL HERE]**. This tool will allow us to **[INSERT HOW YOU WILL USE THE TOOL]**.

If your child does not have access to the tools they need to complete their learning online, please let me know as soon as possible. We will do our best to provide the supports needed to get your child up and running with online learning!

Please know that we will ease your children into this new territory and will support them along the way. While we are practicing virtual schooling, the best way for you and your children to contact me will be through **[INSERT PREFERRED METHOD OF COMMUNICATION]**.

Thank you, and please let me know if you have any questions or concerns.

**[INSERT YOUR NAME]**