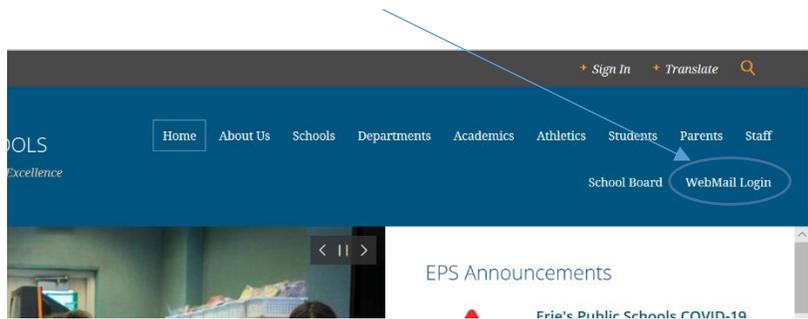


Dear Parent/Guardian

On April 20, Erie's Public Schools will be transitioning from enrichment learning to mandatory teacher-directed online instruction for all students. We will be using Google Classroom as our platform for delivering this instruction. All instruction will be taking place online and students will be responsible for completing the assignments to complete the school year at their grade level.

Prior to logging into Google Classroom (see separate instructions), your child will need to open his/her e-mail account. Please carefully follow these directions to ensure your child is ready to start class on April 20:

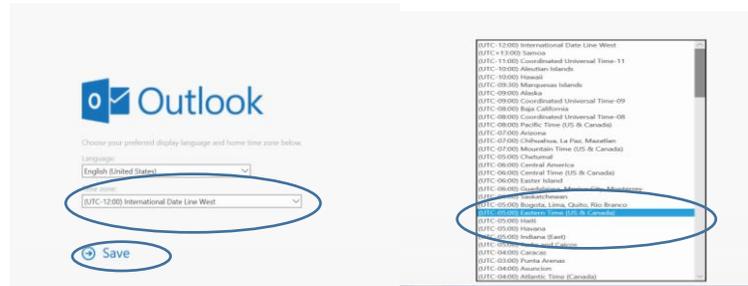
1. Visit www.eriesd.org. In the upper right hand corner, click on Webmail login. (see circled area below)



2. Next, click on "Use another account." Enter your child's username, which is their six-digit Student ID number (the same as their lunch number) @ eriesd.org. EX: 123456@eriesd.org. Enter your child's password. The unique password is the same password your child uses to log into computers at school. If your child does not know their password, contact your child's principal or teacher via email. Teacher emails can be found on teacher web pages, accessible via school web sites.



3. Set your e-mail to Eastern Standard Time and hit save.



4. Welcome to your child's school district e-mail! You will find a tutorial to see what your e-mail looks like. Click on the arrow to advance through the tutorial. After you look through the tutorial, look for the Google Classroom invite from your classroom teacher and click on "join."

