

Notify your community

We have created the following email templates to help you start the conversation about XACROS in your community. We recommend introducing XACROS to ensure that the rollout is as smooth and effective as possible. The purpose is to inform your community that XACROS will be used to communicate important community-wide, school-wide, and classroom information, increasing the opportunities for community engagement. *Simply choose from the template(s) below and customize them for your school.*

NOTE: This document is translated in English, Kiswahili, Luganda, Hindi and Kinyarwanda for your convenience with the diverse communities your school serves. Enjoy!

English

→ **For school administrators (rostered)**

[SCHOOL NAME] is implementing [XACROS](#) school-wide! As part of the rollout, official accounts will be created for all educators, students, and parents in the school community.

If you're not already familiar with XACROS, it's a messaging tool that helps teachers engage students and parents every day as well as school administrators who wish to connect with their community school-wide. As an administrator, you'll be able to manage your school community with advanced controls and analytics, while your teachers will have access to expanded communication features.

On [DATE], you'll receive an email from Remind. (If you don't see it, please check your spam folder.) Or please go to xacros.com and log in with your school email address.

[NAME OF TRAINER] will set up a time to walk you through XACROS, and training for the school's staff will also be provided. For a *quick look* at what to expect from XACROS, just check out this overview [here](#).

→ **For school administrators (non-rostered)**

[SCHOOL NAME] is implementing [XACROS](#) school-wide! As part of the rollout, [IF NOT ROSTERING, SHARE YOUR PLAN ON HOW THE COMMUNITY WILL OPT-IN].

If you're not already familiar with XACROS, it's a messaging tool that helps teachers engage students and parents every day as well as school administrators who wish to connect with their community school-wide. As an administrator, you'll be able to manage your school community with advanced controls and analytics, while your teachers will have access to expanded communication features.

To access your school on XACROS, please go to xacros.com and sign up for an account with your email address. There you can [get started](#).

[NAME OF TRAINER] will set up a time to walk you through XACROS, and training for the school's staff will also be provided. For a *quick look* at what to expect from XACROS, just check out this overview [here](#).

→ **For teachers (rostered)**

[SCHOOL NAME] is rolling out [XACROS](#) school-wide! If you're not already familiar with XACROS, it's a classroom messaging tool that helps you engage students and parents every day.

As part of this rollout, official accounts will be created for all the educators, parents, and students at [SCHOOL NAME]. On [DATE], you'll receive an email from XACROS. (If you don't see it, please check your spam folder.) Follow the steps in that email to set up your account on XACROS. [Here](#) is a resource to familiarize you with what is coming.

We'll also be holding a training session for XACROS on [DATE]. We'll be walking you through how to use XACROS, so please make sure you've set up your account by then.

→ **For teachers (non-rostered)**

[SCHOOL NAME] is rolling out [XACROS](#) school-wide! If you're not already familiar with XACROS, it's a classroom messaging tool that helps you engage students and parents every day.

To access your school on XACROS, please go to xacros.com and sign up for an account with your email address. You can [check out 10 ways other teachers are using XACROS](#) and a quick file to familiarize you with what is coming is [here](#) as well.

However, we'll also be holding a training session for XACROS on [DATE]. We'll be walking you through how to use XACROS, so please make sure you've set up your account by then.

→ **For parents (rostered)**

We are excited to share that [SCHOOL NAME] is rolling out XACROS [SCHOOL]-wide! If you're not already familiar with [XACROS](#), it's a classroom communication tool that makes it easy to stay involved with your child's learning. XACROS is free to use, and you'll be able to get and send messages on any device—even a simple text message from your phone!

As part of this rollout, official accounts will be created for all educators, students, and parents in the school community. On [DATE], you'll receive an email from XACROS (If you don't see it, please check your spam folder.) All you need to do is follow the steps in the message to finish setting up your account. For a *quick look* at what to expect from XACROS, just check out this overview [here](#).

We're looking forward to connecting with our families with more engagement!

→ **For parents (non-rostered)**

We are excited to share that [SCHOOL NAME] is rolling out XACROS [SCHOOL]-wide! If you're not already familiar with [XACROS](#), it's a classroom communication tool that makes it easy to stay involved with your child's learning. XACROS is free to use, and you'll be able to get and send messages on any device—even a simple text message from your phone!

As part of this rollout, we are having parents join by [INSERT YOUR OPT-IN PLAN]. For a *quick look* at what to expect from XACROS, just check out this overview [here](#).

We're looking forward to connecting with our families with more engagement!

Kiswahili

→ **For parents (rostered)**

Tunafurahi kushiriki kuwa [SCHOOL NAME] inaleta [XACROS](#) katika [SCHOOL] yote! Ikiwa haujajua XACROS tayari, ni zana ya mawasiliano ya darasani ambayo inafanya iwe rahisi kuendelea kuhusika na ujifunzaji wa mtoto wako. XACROS ni bure kutumia, na utaweza kupata na kutuma ujumbe kwenye kifaa chochote — hata ujumbe mfupi wa maandishi kutoka kwa simu yako!

Kama sehemu ya mpango huu, akaunti rasmi zitaundwa kwa waalimu wote, wanafunzi, na wazazi katika jamii ya shule. Mnamo [DATE], utapokea barua pepe kutoka XACROS (Ukikosa kuiona, tafadhali angalia folda yako ya barua taka.) Unayohitaji kufanya ni kufuata hatua katika ujumbe kumaliza kumaliza akaunti yako. Kwa kuangalia haraka juu ya nini cha kutarajia kutoka XACROS, angalia maelezo haya [hapa](#).

Tunatarajia kuungana na familia zetu na ushiriki zaidi!

→ **For parents (non-rostered)**

Tunafurahi kushiriki kuwa [SCHOOL NAME] inaleta [XACROS](#) katika [SCHOOL] yote! Ikiwa haujajua XACROS tayari, ni zana ya mawasiliano ya darasani ambayo inafanya iwe rahisi kuendelea kuhusika na ujifunzaji wa mtoto wako. XACROS ni bure kutumia, na utaweza kupata na kutuma ujumbe kwenye kifaa chochote — hata ujumbe mfupi wa maandishi kutoka kwa simu yako!

Kama sehemu ya mpango huu, tunapata wazazi wajiunge kwa [INSERT YOUR OPT-IN PLAN]. Kwa kuangalia haraka juu ya nini cha kutarajia kutoka XACROS, angalia maelezo haya [hapa](#).

Tunatarajia kuungana na familia zetu na ushiriki zaidi!

Luganda

→ **For parents (rostered)**

Tuli basanyufu nnyo okkutegeeza nti [SCHOOL NAME] eri mu kusumulula XACROS okukozesebwa mu ssomero lyonna. Bw'oba nga [XACROS](#) togyimanyi, gwe mukutu gw'okwogerezeganya mu bibiina wamu ne mu ssomero lyonna okkusobozesa naawe ng'omuzadde okwenyigira mu kusoma kw'omwana wo. XACROS ya bwerere okukozesa, era ojja kusobola okufunirako, n'okuweererezaako obubaka ku ssimu yonna. Mu kusabuukulula XACROS kuno, abasomesa, abayizi, n'abazadde bajja kuggulirwawo akawunti zaabwe. Ku [DATE], ojja kufuna obubaka bwa "email" okuva eri XACROS. Kyolina okukola kwe kugoberera ebinnyonyolwa mu bubaka obwo osobole okutereeza obulungi akawunti yo. Oyagala okulaba ku ki ky'oba osuubira mu XACROS, [kebera wano](#). Twesuunze nnyo okwongerera ddala okukolaganira awamu ne bazadde baffe!

→ **For parents (non-rostered)**

Tuli basanyufu nnyo okkutegeeza nti [SCHOOL NAME] eri mu kusumulula XACROS okukozesebwa mu ssomero lyonna. Bw'oba nga [XACROS](#) togyimanyi, gwe mukutu gw'okwogerezeganya mu bibiina wamu ne mu ssomero lyonna okkusobozesa naawe ng'omuzadde okwenyigira mu kusoma kw'omwana wo. XACROS ya bwerere okukozesa, era ojja kusobola okufunirako, n'okuweererezaako obubaka ku ssimu yonna. Mu kusabuukulula XACROS kuno, abazadde basobola okutweeyungako nga ba [INSERT YOUR OPT-IN PLAN]. Oyagala okulaba ku ki ky'oba osuubira mu XACROS, [kebera wano](#). Twesuunze nnyo okwongerera ddala okukolaganira awamu ne bazadde baffe!

Hindi

→ **For parents (rostered)**

हम यह साझा करने के लिए उत्साहित हैं कि [SCHOOL NAME] पूरे [SCHOOL] में [XACROS](#) ला रहा है! यदि आप पहले से ही XACROS से परिचित नहीं हैं, तो यह एक कक्षा संचार उपकरण है जो आपके बच्चे के सीखने में शामिल रहना आसान बनाता है। XACROS का उपयोग करने के लिए स्वतंत्र है, और आप अपने फोन से किसी भी उपकरण पर संदेश भेजने और भेजने में सक्षम होंगे- यहां तक कि एक साधारण पाठ संदेश भी!

इस योजना के हिस्से के रूप में, सभी शिक्षकों, छात्रों और स्कूल समुदाय में अभिभावकों के लिए आधिकारिक खाते बनाए जाएंगे। [DATE] पर, आपको XACROS से एक ईमेल प्राप्त होगा (यदि आप इसे नहीं देखते हैं, तो कृपया अपने स्पैम फ़ोल्डर की जाँच करें।) आपको बस अपना खाता सेट करने के लिए

संदेश में दिए चरणों का पालन करना होगा। XACROS से क्या उम्मीद है, इस पर एक त्वरित नज़र के लिए, बस यहाँ इस अवलोकन की [जाँच करें](#)।
हम और अधिक जुड़ाव के साथ अपने परिवारों से जुड़ने की आशा कर रहे हैं!

→ **For parents (non-rostered)**

हम यह साझा करने के लिए उत्साहित हैं कि [SCHOOL NAME] पूरे [SCHOOL] में [XACROS](#) ला रहा है! यदि आप पहले से ही XACROS से परिचित नहीं हैं, तो यह एक कक्षा संचार उपकरण है जो आपके बच्चे के सीखने में शामिल रहना आसान बनाता है। XACROS का उपयोग करने के लिए स्वतंत्र है, और आप अपने फोन से किसी भी उपकरण पर संदेश भेजने और भेजने में सक्षम होंगे- यहां तक कि एक साधारण पाठ संदेश भी!

इस योजना के हिस्से के रूप में, हम माता-पिता से जुड़ रहे हैं [INSERT YOUR OPT-IN PLAN]। XACROS से क्या उम्मीद है, इस पर एक त्वरित नज़र के लिए, बस यहाँ इस अवलोकन की जाँच करें। हम और अधिक जुड़ाव के साथ अपने परिवारों से जुड़ने की आशा कर रहे हैं!

Kinyarwanda

→ **For parents (rostered)**

Twishimiye gusangira ko [SCHOOL NAME] rizana [XACROS](#) muri yose [SCHOOL]! Niba utari usanzwe umenyereye XACROS, nigikoresho cyo gutumanaho mwishuri cyoroshe gukomeza kugira uruhare mukwiga k'umwana wawe. XACROS ni ubuntu gukoresha, kandi uzashobora kubona no kohereza ubutumwa kubikoresho byose - ndetse n'ubutumwa bworoshye bwoherejwe na terefone yawe!

Muri gahunda, hazashyirwaho konti zemewe kubarezi bose, abanyeshuri, nababyeyi mumuryango wishuri. Kuri [DATE], uzakira imeri ivuye kuri XACROS (Niba utayibonye, nyamuneka reba ububiko bwa spam.) icyo ukeneye gukora nukurikiza intambwe ziri mubutumwa kugirango urangize gushiraho konti yawe. Kugirango urebe vuba icyo ugomba gutegereza kuri XACROS, [reba hano](#) muri rusange.

Dutegereje guhuza imiryango yacu hamwe no kurushaho gusezerana!

→ **For parents (non-rostered)**

Twishimiye gusangira ko [SCHOOL NAME] rizana [XACROS](#) muri yose [SCHOOL]! Niba utari usanzwe umenyereye XACROS, nigikoresho cyo gutumanaho mwishuri cyoroshe gukomeza kugira uruhare mukwiga k'umwana wawe. XACROS ni ubuntu gukoresha, kandi uzashobora kubona no kohereza ubutumwa kubikoresho byose - ndetse n'ubutumwa bworoshye bwoherejwe na terefone yawe!

Mugice cyiyi gahunda, dufite ababyeyi bifatanya na [INSERT YOUR OPT-IN PLAN].
Kugirango urebe vuba icyo ugomba gutegereza kuri XACROS, [reba hano](#) muri rusange.
Dutegereje guhuza imiryango yacu hamwe no kurushaho gusezerana!

