



September 19, 2008

JANE SMITH
12345 MAIN ST
AUBURN WA 98001

Dear Parent/Guardian of (STUDENT NAME):

To make it easier for families to be involved in their child's education, the Auburn School District provides a web-based tool to view student information anytime by using Family Access.

Families can view class schedules, attendance, and other student information. Parents of secondary students also can view grade information.

To use this software, you need a user login and password. Your login information is provided below. The login and password assigned to you will work for all of the children in your household, regardless of grade level or school of attendance. The web address for Family Access is: <http://family.auburn.wa-k12.net> . You also can link to it from the Auburn School District home page www.auburn.wednet.edu .

If you have questions about logging into Family Access, please email asdfamilyaccess@auburn.wednet.edu

If you have specific questions about the information you are viewing in Family Access, please contact the appropriate teacher or school.

Login names are typically the first five letters of your last name, the first three letters of your first name and a three-digit number. If either your last or first name is fewer than the specified number of characters, enter a space for each missing letter.

Login: **(PARENT LOGIN NAME)**
Password: **(PARENT PASSWORD)**

We hope you find this communication tool useful in participating in your child's education.

Sincerely,

Dennis (Kip) Herren
Superintendent