

To Whom It May Concern,

I'm writing to you because you are supporting my child/children's education. Whether you are a teacher, paraprofessional or instructional aide, administrator, counselor, or another school staff member, I want to thank you for helping my child/children learn and grow in school. You may or may not already know I speak little or no English. Regardless of my English proficiency, it's very important that I maintain regular communication with the school so that I have all the information to best support my child/children.

Please consider using this FREE tool. The TalkingPoints app can be used on your computer and/or on your phone. TalkingPoints is a non-profit organization focused on family engagement for multilingual families by providing high-quality translation in over 145 home languages. The best part is that it's very easy to use! School staff simply types a message in English using TalkingPoint through their web browser or a mobile app. The message is translated into the family's home language. Then the family responds to the message in their home language, which is then translated into English for school staff.

You can learn more about TalkingPoints by going to www.talkingpts.org which includes directions for accessing the free tool as well as resources and answers to frequently asked questions. By using this tool you can help me support my child/children with homework, access the same reminders and directions you share with English-proficient parents, and provide important information to questions you may have about my child/children.

Thank you for your time, and for making every effort to allow me to partner with you during my child/children's educational journey.

Sincerely,