



Student: [Student Last Name], [Student First Name] [Student Middle Name]

Grade: [Grade Level]

Official Class: [Official Class]

Teacher: [Teacher Name]

School: [School Name] (School DBN)

Date: [DATE]

Dear [Parent First Name] [Parent Last Name],

We invite you to register for an NYC Schools Account, which provides you a new way of accessing key information about your child's progress. With your NYC Schools Account, you will be able to view your child's information in one of ten languages on a computer, phone or tablet.

You can register for your account from any computer or internet-connected device by following these steps:

1. Visit <https://mystudent.nyc> and select the "Create Account" link found on the login page.
2. Enter your child's 9-digit student ID number. You can find your child's ID number on his or her report card. If you do not have your child's ID number, contact your child's school.
3. Enter the unique Account Creation Code, which is specific to you and your child:

Account Creation Code: [Code]

4. Select "Next."
5. Enter and confirm your email address and password.
6. Select "Create Account."

If you have more than one child attending an NYC public school, you will receive one letter containing an Account Creation Code for each child. You will only need to enter the student ID and Account Creation Code for one of your children in steps 2 and 3 above to create your account. Once you create an account, you can add your remaining children by entering their student IDs and Account Creation Codes on the "Manage My Account" page.

Each Account Creation Code is unique to you and your child and should not be shared with others. If you are not the parent named in this letter, contact your child's school or call 311 for assistance on accessing your child's records.

We hope that your NYC Schools Account provides a valuable way for you to participate in your child's education. We invite you to visit <https://mystudent.nyc> for more information. If you have questions about your account, contact your child's school or call 311. If you need assistance creating your account in a language other than English, contact your school's language access coordinator or parent coordinator.

Sincerely,

Principal