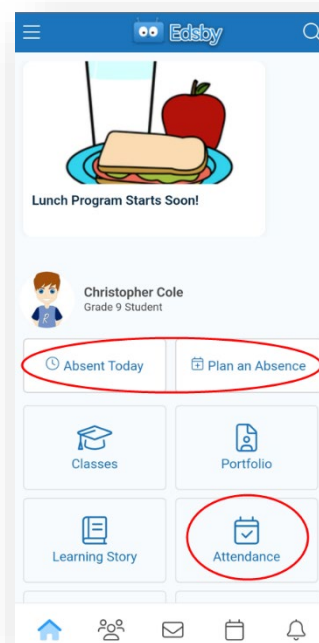Parent Letter Ideas

**Why are we using Edsby?**

Pembina Trails School Division uses Edsby to support communication between school administrators, teachers, and parents. In older grades, students will also use Edsby to connect with their teachers and schools.  We use Edsby for…

- **Attendance**: use Edsby to let the school know your child will be away; you can see if your child was marked Present as soon as Attendance is taken; if your child is marked Absent without a reason you will be notified *first* through Edsby; you can see a summary of your child's Attendance throughout the year

- **Report Cards**: we are working towards providing Report Cards in Edsby in the future!

- **Parent Teacher Interviews**: we are working towards scheduling all parent teacher interviews within Edsby – we expect all schools will be using Edsby PTI by the end of 2023

- Much more! Depending on the age of students, schools may take advantage of other Edsby features such as assignments, announcements, library resources and managing sports teams in Edsby.



*Attendance in Edsby*

**Do I need an Edsby account?**

Yes, but first the school will send you an email invitation with a special link to create your account in Edsby. Your username will be the email address that the school has on file for you. You will create your own password for your account. More information is available in this Parent Quickstart guide on the Edsby Help site. If you haven't received your Edsby invitation, please contact your school!
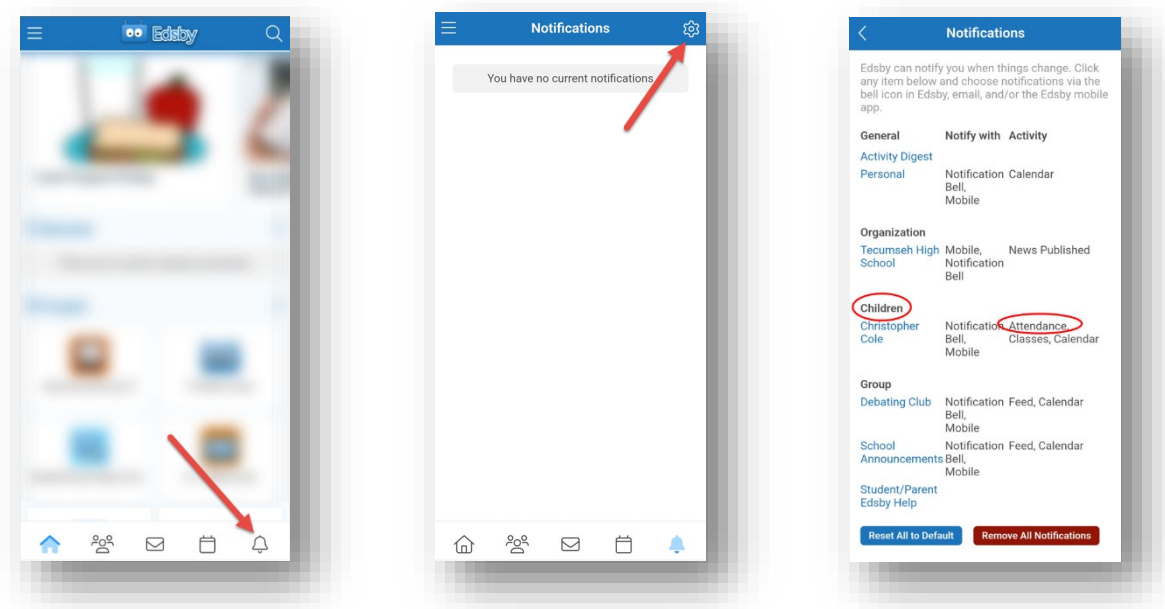
**How often do I need to monitor Edsby?**

It depends on you! You are in control of when and how Edsby notifies you (look for little red bubbles) of different activities. We recommend turning on notifications for Attendance incidents for all your children in grades K-8 to be alerted as soon as possible if they are marked absence without explanation.

You may also choose to be notified of Class Activity (reminders and announcements from teachers, assignments, class events, etc) if you prefer…or not! Sport teams, clubs and other groups may use Edsby Groups to communicate – set these notifications as needed.

**What if I'm getting too many or too few notifications from Edsby?**

Adjust your notifications at any time! You decide which classes, which groups, which activities and which children you will receive notifications for. To adjust your Notification settings on your phone, just click the bell icon at the lower right corner then click the gear icon at the top right. More information about setting Notifications can be found here, on the Edsby Help site.



**What if I forget my username or password?**

No problem! Just click the **Forgot Password?** link on the Edsby log in screen, enter the same email address the school has on file for you and watch your email for an opportunity to reset that password.

**Where can I get help?**

There are several places you can find help for Edsby:

1) The Edsby Help site

2) Edsby help on the Pembina Trails website

3) Once you sign into your Edsby account, check out the Student/Parent Help for Edsby Group

4) Contact your school office