

Subject: A MustangPS Memo (re: Important Tech Update)

Email Header: Google Classroom Guardian Summaries

MustangPS 5th-8th Grade Families,

We have an important update to share with you to help strengthen the connection between home and school.

Stay Connected: Introducing Google Classroom Guardian Summaries

We are excited to announce a new way for you to stay informed about your student's academic progress. To strengthen the partnership between home and school, we are enabling the Guardian Email Summaries feature in Google Classroom for all students in grades 5 through 12.

This feature allows you to receive regular, automatic email updates about your student's work and progress in their classes.

What Are Guardian Email Summaries?

Once you accept an invitation, you will begin receiving email summaries of your student's activity in Google Classroom across all their enrolled classes. You can choose to receive these summaries daily or weekly. These summaries are designed to give you a high-level overview to help you support your student.

What You Will See in the Summaries:

- Missing Work: Assignments not turned in when the summary was sent.
- Upcoming Work: Work due today, tomorrow, or in the coming week.
- Class Activity: Announcements, assignments, and questions posted by teachers.

Please note: This is a summary tool and does not provide real-time access to the classroom. Summaries will not show specific grades, submitted assignments, or teacher comments. For detailed grades, please continue to use [PowerSchool Parent Portal](#).

How to Get Access: The Invitation

To protect student privacy, access is granted by invitation only. Here's what to expect:

1. Look for an Invitation: Within the next week, you will receive an email invitation for each of your students from no-reply@classroom.google.com. (Check spam/junk if it doesn't appear.)

2. Accept the Invitation: Open the email and click “Accept.” This one-time step links you to your student’s Google Classroom account.
3. Set Your Preferences: After accepting, choose daily or weekly summaries. Any email address will work—you do not need a Gmail account.

If You Don’t Receive an Invitation:

Invitations are sent to the primary email address we have on file. If you do not receive one by September 19, 2025, please contact Central Enrollment at 405-376-1682 or email mpsce@mustangps.org to verify or update your contact information.

We believe this tool will be a valuable way to stay engaged with your student’s learning and to encourage meaningful conversations at home.

For additional resources, visit:

- [Mustang Public Schools Google Classroom Support](#)
- [Google Classroom Guardian Summaries Help Guide](#)

We appreciate your patience and understanding as we work through this important transition. If you have questions about your child’s assignments in either Google Classroom or Canvas, please contact your child’s teacher directly.

Thank you for your ongoing partnership in supporting student learning at Mustang Public Schools.

Sincerely,
Mustang Public Schools