

*Tell families at your school about TeacherLists using this sample copy and paste email text.*

To all our families at [School Name]:

We're excited to tell you that our school is now using a cool, new tool to help make the back-to-school supply list chore easier for our teachers and parents—**TeacherLists**. It's a one stop site where you can always find the most up to date supply lists and teacher wish lists for our school.

To instantly access our lists, simply click on the "School Supply List" link on our school's website, [insert school's website URL here]. This will take you directly to our school's page on TeacherLists. Or, you can go directly to [www.teacherLists.com](http://www.teacherLists.com) and type in our school's zip code (insert school's zip code) to find our supply lists.

Your lists are available 24/7 from any device—even on your smart phone while you're out at the store (no more worrying about lost lists!). You can even "follow" your teacher's lists to be instantly updated if it changes.

We hope this new tool helps to make the back-to-school process easier and smoother for everyone!