# Cviewer Parent email

Subject: ConductViewer link for Your Child (Do Not Reply)

Dear [parent name]:

This is a link to ConductViewer for [student name].

By clicking on the link below, you are certifying that you have legal custody over this student. In accordance with school district guidelines, both parents are entitled to access to these records absent of a court order specifying that access to the student's records is limited to a single parent or guardian.

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records and affords parents and students rights to inspect and review, to confirm accuracy of, and to restrict access to student educational records. For more information about FERPA, visit  <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Please click the link below and enter your User Name and Key in the ConductViewer log in window. We recommend that you copy and paste the Key into the appropriate field.  Record your password because you will not be able to change it.

We highly recommend  that you save the link as a favorite in your web browser.

**Link:** [cviewer link]

**User Name(E-mail):** [parent email]

**Key:** 9rWB

This email is generated automatically by our system so please do not reply to it if you need assistance. You can contact us at [**support@conductmonitor.com**](mailto:support@conductmonitor.com)

Regards,

 Team ConductMonitor