Dear <Clever system administrator>,

We are now using Newsela, an instructional content platform that has content and integrated assessments. We would like to sync Newsela with Clever to simplify authentication and rostering for our teachers and students.

You can find Newsela’s documentation on setting up Clever [here.](https://support.newsela.com/hc/en-us/articles/360018566032-System-Admin-Instructions-for-Clever)

We plan to use Newsela during a training on <date>, so we would like to set up the Newsela/Clever sync by <date>. It usually takes the Newsela team about one week to launch the sync.

Please share the schools below with their associated sections with Newsela in Clever.

* <School Name 1>
* <School Name 2>
* <School Name 3>

The following school leaders will need access to school level reports in Newsela. Please add them to Clever in the [School Tech Lead](https://support.clever.com/hc/en-us/articles/115003207663) role.

* <School Leader Name 1>
* <School Leader Name 2>
* <School Leader Name 3>

The following district leaders will need access to school level reports in Newsela. Please add them to Clever in the [District Curriculum Lead](https://support.clever.com/hc/en-us/articles/115003207703-How-do-I-add-District-Curriculum-Leads-) role and remove them from any school-based admin roles.

* <District Leader Name 1>
* <District Leader Name 2>
* <District Leader Name 3>

Thanks for your help! I have copied the Newsela team (help@newsela.com) on this email in case you have any questions.

Best regards,

Your Name

