Manage guardian email summaries - Classroom Help

This page is for teachers. [Students go here.](#)

If your school administrator has turned on guardian email summaries, you can choose which classes to include in those summaries. When you include a class, guardians can receive [regular emails](#) about their students in that class.

You must be a [verified teacher](#) to invite, remove, or email guardians.

Turn on guardian email summaries

By default, guardian email summaries are turned off, but you can turn them on for your class.

1. Go to [classroom.google.com](#).

2. Click your class.
3. Under **Guardian Email Notifications**, click **Include this class** to On

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4. (Optional) Check the box to add all your classes to guardian summaries.
5. Click **Add**.

Invite a guardian

Your school administrator chooses who—verified teachers or administrators—has permission to invite and remove guardians. Only one person needs to invite the guardian. When a guardian accepts the invitation, the guardian's email is linked to the student in all of their classes. All verified teachers and administrators will be able to see the student's guardian.

If you can't invite or remove a guardian, contact your administrator for help.

1. Go to [classroom.google.com](#).

2. Click the class.
3. At the top, click **Students**.
4. Next to a student's name, click **Invite Guardians**.
   To invite additional guardians, next to the student's name, click More

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   Invite guardians.
5. In the text field, type a guardian's email address.
6. Click **Invite** to send the invitation or **Add Another** to add another guardian email address.

If an invitation has been sent and the guardian hasn't yet accepted, you'll see "(invited)" after the guardian's email address. After a guardian accepts the invitation, you and their student will receive a confirmation email and the guardian's full name will show next to the student's name. For privacy, students don't see the names of other students' guardians.

Remove a guardian

Warning: This action removes the guardian from all of the student's classes at your school, not just the classes you teach.