

## SIMON EVERYWHERE - Accessing Formal Letters

If you receive an email advising that you have a new letter from the school please do the following:

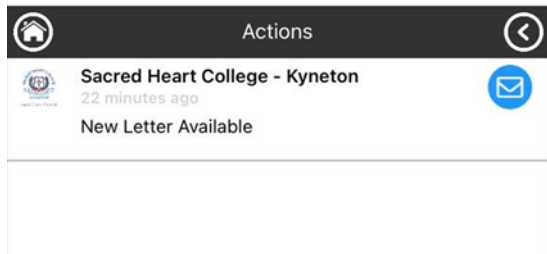
1. From the home screen of your SIMON Everywhere App you will see a red circle with a number next to notifications indicating that you have notifications and/or actions to complete.



2. Use the drop down arrow to open up the notifications menu. Then click on the actions icon.

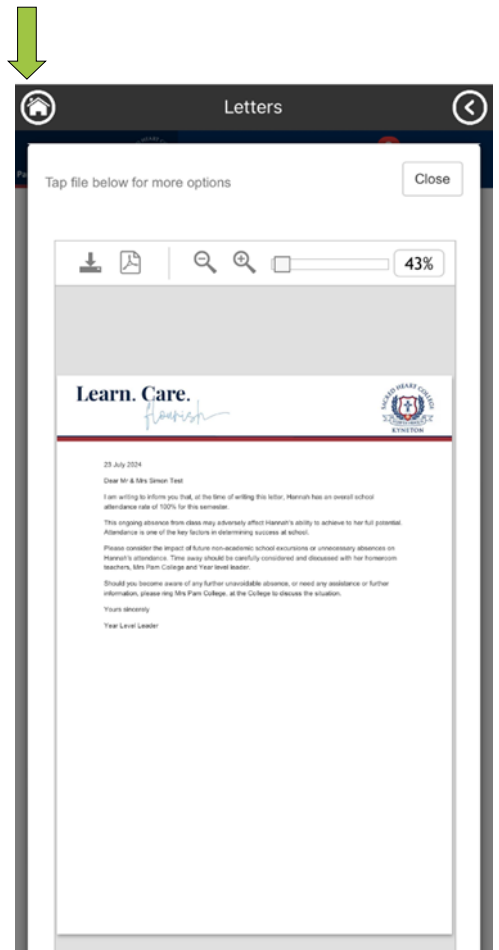


3. Click on the item New Letter Available, to open up the letter and view/download/print.



### Viewing all letters received after the initial view:

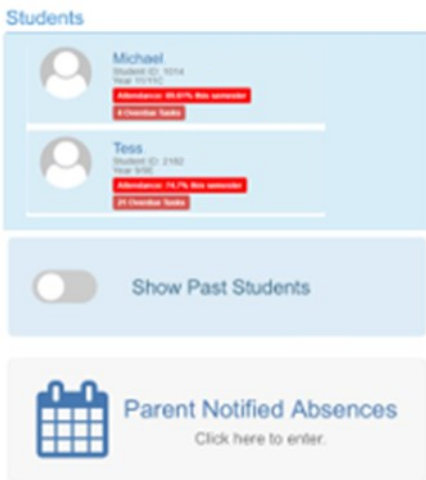
1. From the home screen of your SIMON Everywhere App choose the Home button



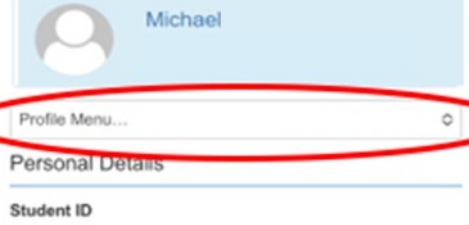
# SIMON EVERYWHERE - Accessing Formal Letters *continued*



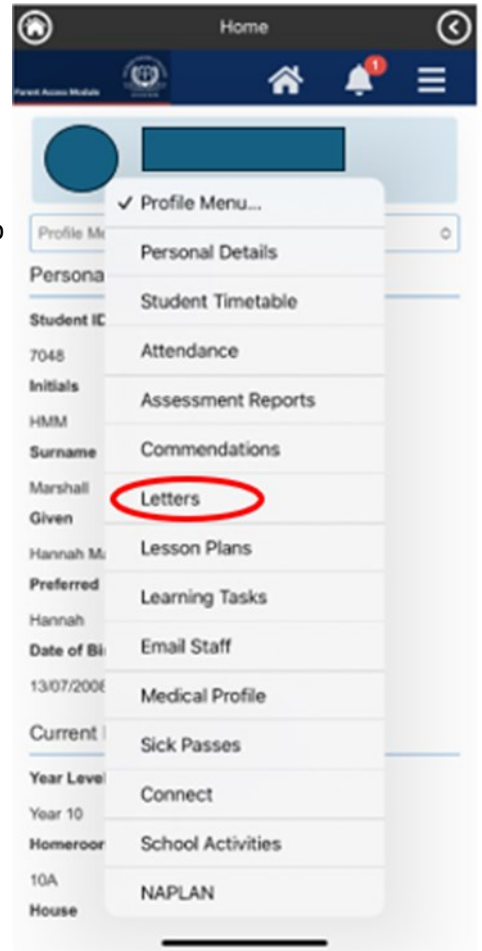
2. Click on the Student you wish to look at.



3. Select Profile Menu to open up a drop down list of options



4. Select Letters from the drop down list



5. Select the Letter you wish to view.



Title	Date
Overall school attendance warning letter	23rd July 2024