

## Teachers: Removing a Guardian from Google Classroom

### Introduction

This action removes the guardian from all of the student's Google Classroom classes, not just an individual class. If guardians do not wish to receive email summaries, they can directly unsubscribe in a previous Guardian Summary email.

### Getting Started

1. **Log** into the FWISD App Portal ([www.fwisd.org/myfwisd](http://www.fwisd.org/myfwisd)).
2. **Click** on the Google Classroom icon.



### Remove a Guardian

1. **Click** on the desired class. Then, **click** on the People tab at the top of the class.
2. Next to the student's guardian's name, **click** the three dots to reveal more options. **Click** Remove guardians.



3. **Check** the boxes next to the guardians that you want to remove, and **click** Remove.